NATIONAL ARCHIVES, 1942

The National Archives

Mushington, B. C.

OFFICIAL BUSINESS





Miss Margaret C. Norton, Superintendent
Archives Division
Illinois State Library
A Springfield, Illinois

THE NATIONAL ARCHIVES Washington, D. C.

December 1, 1942

-

To Persons and Institutions on National Archives Mailing Lists:

The following statement is prescribed by the Office of War Information:

The Office of War Information has ordered all Government departments and agencies to reduce the distribution of Government periodicals, reports, and, publications to the absolute minimum compatible with the prosecution of the war. We find it necessary, therefore, to ask each person receiving free publications whether it is essential that his name continue on the mailing list. If you desire to continue receiving

National Archives Annual Reports
Franklin D. Roosevelt Library Annual Reports
National Archives Bulletins

and believe you have a right to receive them on a free basis, please write to us within 30 days, explaining why you need them. If we do not hear from you, your name will be taken off the mailing list.

Ernest R. Bryan, Chief Division of Information and Publications 1105 So. 2nd Street Springfield, Illinois

December 11, 1942

Mr. Ernest R. Bryan. Chief Division of Information and Publications The Mational Archives Washington, D. C.

Dear Mr. Bryan:

In accordance with your suggestion I wish to continue receiving the following publications:

Mational Archives Annual Reports Franklin D. Roosevelt Library Annual Reports Mational Archives Bulletins

I am the State Archivist of Illinois and use these publications not only in private studies but also in coancetion with my work as State Archivist. Also, I give courses on Archives in the Columbia University Library School from time to time and need a file for my personal library. The one copy received by the Illinois State Library, with which I am connected, is not sufficient for my purposes as I need a copy at hand for the work which I do at my home and at Columbia.

Sincerely,

MCH: MEB

Archivist

Other arch

February 16, 1942

Mr. Collas C. Harris The Bational Archives Washington, D. C.

Dear Mr. Harris:

In checking over our mailing list for Illinois Libraries, I find that your name is not included. As we publish an article on some phase of archival interest nearly every month, I thought you might be interested in being added to our list. I am also having the 1941 series sent to you as you may be interested in the articles on the significance of county archives which began last year.

Sincerely.

MOMANER

Papiales

P.S. On checking with our Shipping Department we find that the March and October 1941 issues are now out of print. The March number contained the Biennial Report of the State Library. The October issue had no archival articles.



The National Archives

Mashington, D. C.

February 20, 1942.

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinois.

My dear Miss Norton:

This is in reply to your letter of February 16, 1942.

I wish to thank you for including my name on the mailing list for Illinois Libraries. I shall appreciate receiving the 1941 series also.

Sincerely,

Collas G. Harris, Executive Officer.



The National Archives

Mashington, D. C. November 18, 1942.

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Mr. V. W. Hiller, Government Archivist, P. O. Box 363, Salisbury, Southern Rhodesia, has asked The National Archives to assist him in getting plans and illustrations of some of the American state archives buildings. If it is possible for you to do so without too great difficulty, I wonder if you could mail him any informational material relating to the Illinois State Archives building that would be helpful to him in connection with the plans now being made in Southern Rhodesia for the erection of a new archives building after the war.

We shall greatly appreciate your courtesy in this matter.

Sincerely yours,

Robert D. Hubbard

you did.

Rovember 24, 1942

Mr. Robert D. Hubbard The Estional Archives Washington, D. C.

Dear Mr. Bubbard:

In accordance with your request we are sending copies of the plans for the Illinois State Archives building to Hr. V. W. Hiller, Government Archivist of Southern Rhodesia. Thank you for forwarding the request to me.

Enclosed is a carbon of your letter which I suspect was sent me by mistake.

Simoerely,

MCN: MEB Eng. Lohlvist



The National Archives

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of November 24, 1942.

I know that Mr. Hiller, the Government Archivist of Southern Rhodesia, will appreciate, as do we, your sending him copies of the plans for the Illinois State Archives building.

Cordially yours,

Robert D. Hubbard
Executive Officer

COPY

"Form. OC-36

This letter (package) is returned by the Censor as it contains Technical Information, the exportation of which requires a license from the Technical Data License Division, Office of Exports, Board of Economic Warfare, Washington, D. C.

6842 (Examiner's number)

5074 (Supervisor's number)

Rec'd December 11, 1942

ILLINOIS STATE LIBRARY





Mr. V. W. Hiller Government Archivist

RETURNED.
TO SENDER
BY CENSOR

Form OC-15

مىلىد مىلىر. مىلنۇ ئىلىر

December 11, 1942

Mr. Robert D. Hubbard The Bational Archives Washington, D. S.

Bear Mr. Hubbard:

In accordance with your request we tried to send copies of the plans for the Illinois State Archives building to Mr. V. W. Hiller, Government Archivist of Southern Rhodesia. The letter was returned with the enclosed form from the censor. I wender if the National Archives would want to try to forward this through diplomatic channels.

Sincerely,

MCH: MEB

Archivist

orber and



The National Archibes

Mushington, B. C.

December 18, 1942.

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of December 11, 1942.

We have arranged with the Board of Economic Warfare for the forwarding of your letter to Mr. V. W. Hiller, Government Archivist of Southern Rhodesia.

We very much appreciate your making this information available and are sorry that we were not aware of the censorship regulations governing its transmittal at the time we requested you to forward it.

Sincerely yours,

Robert D. Hubbard Executive Officer

Robert D. Hubbard



The National Archibes

Mashington, B. C.

August 11, 1943.

Miss Margaret Norton, Superintendent Archives Division, Illinois State Library Springfield, Illinois

Dear Miss Norton:

In connection with the study which I am making of field offices for The National Archives I find myself involved in consideration of the federal building program in its relationship with (1) federally undertaken construction; (2) construction undertaken by non-federal public agencies with federal financial support; (3) construction undertaken by non-federal public agencies without federal assistance, etc.

To put it in other words it seems to me that, at least in many instances, it may be difficult (1) to erect a Federal archives building to be used exclusively for federal archives; (2) to erect State archives buildings with federal aid to be used exclusively for state archives; (3) to erect a County or City archives building with federal aid to be used exclusively for county or municipal archives.

In the past it appears that the joint use of public buildings - whether federal, state, or local - has been frequent and I can conceive of instances today where the total volume of the records of such agencies would be sufficient to justify the erection of one archival depository but insufficient to justify the erection of three depositories. In such instances - assuming the federal archives depository was the first to be provided - I can see no reason why space in such building should not be loaned or rented to a state or local branch of the government.

The foregoing problem has many obvious permutations and combinations each of which would involve different financial or other arrangements. Thus in a given city participation in the use of a federal courthouse might be exchanged for participation in the use of a State archives building or vice verse.

This problem, evidently, has many complications and it seems to me that it would be desirable to think out the answers to specific questions in advance so that we will be prepared to handle them if and when they should arise.

I might state that my thinking in this connection is based upon the assumption that there will be an enormous increase in the construction of federal field office buildings and of federal aid for the construction of state and local public buildings immediately after the war.

I would appreciate very much receiving your comments on the above points with indication of any steps or arrangements which you think would be beneficial in furthering the best interests of archival economy.

Sincerely yours,

Special Assistant to the Archivi

DWH:mtc

o the the August 14, 1942 Mr. Dorsey W. Rvde Jr. Special Assistant to the Archivist

The Hational Archives Washington, D. C.

Dear Mr. Hyde:

Philip Brooks and I discussed the proposed Mational Archives program for field offices when he was here this summer. I must admit that I have not as yet thought through the proposition sufficiently to enswer your letter. I am going to show it to Miss Rogers and perhaps she will have some suggestions to make. The following remarks are my personal opinion and should not be regarded as having any official weight.

As I understand it, the National Archives is wondering what arrangements, if any, could or should be made with state archives departments to house Pederul archives in places where the bulk of Federal archives will not justify the greation of separate branches of the Federal archives. Theoretically, such an arrangement would improve the quality of state archives because, to get Federal subsidies, they would have to meet certain standards. On the other hand, I think state officials would justifiably resent any attempt on the part of the national government to interfere with state business and the resultant records. However, we do have the example of harmonious relations between State and Federal welfare, public health and agricultural agencies. It seems to me that the Estional Archives might announce a general policy but that it would have to negotiate contracts separately with the various states.

Of course I could not say what the possibilities would be in Springfield. As you know we have a State Archives building on a site which permits of expansion. However, the present Secretary of State is planning to make this one unit of a State Library building. We plan to have library and archivel workrooms and offices on four sides of a square, in the center of which will be the State Library stacks and the Archives vaults. you remember the plan of our building you can see how this could easily be done as we have only a purtain wall on the south side of our vaults. Whether or not it would be possible for the National Archives to make a contract with the State Library for building and equipping part of this wault space I cannot say.

It is likely that there are comparatively few Federal archives in Springfield not already taken eare of in our new Post Office and Federal Court building. On the other hand, the Federal Court at Chicago, I understand, has the records of the original Federal Court which first met at the State Capitol. These court records, of course, are of great statewide historical interest. The question is, however, whether the Chicago Federal Court would want to transfer a part of its files to Springfield, which is two hundred miles away. It would probably prefer to have a Chicago archives depot.

Dr. Brooks said that there was some discussion of the possibility of using the old Court House at St. Louis as a regional depository. I suspect you would have the same objections to regional archival depositories that we have met with from the counties in the matter of transferring important historical county records to the State Archives. There are very few county records which are non-current and because of distances in the state, it seems impractical to transfer a sufficient proportion of the valuable records to get the best protection here. Since the Federal government is transferring so many departments to Chicago, it would probably be justified in a Federal archives building in that city.

Under our state laws all state departments have their legal offices at Springfield, altho most of our state departments have branch offices at Chicago. However, the records of these branch offices are transferred to Springfield at intervals and after their receipt in Springfield they are serviced by the Springfield office. Therefore, I do not think there is much likelihood of the State being able or willing to cooperate with the Federal government in the establishment of a Chicago archives building.

I enclose a copy of a bill passed by the last General Assembly of Illinois providing for a State Public Building Authority. For years the State has tried to get an appropriation to build a state office building in Chicago but this has failed partly because of Jealousy between downstate and Cook county members of the General Assembly and partly because of a possible constitutional question since all state offices are supposed to be in Springfield. This State Public Building Authority is authorized to issue bonds, erect a building and lease to state departments; to operate the building and to apply the proceeds of the rental to the payment of the bonds. In this way the State hopes to acquire an office building which will not cost in excess of the annual rent which it normally pays in Chicago anyhow. I am wondering if some such scheme might not be used by the Federal

archives for erecting necessary branch archives buildings. is some sentiment here which has not yet come to a head for the erection of a warehouse building for the storage of temporary records or records which for one reason or another are not suitable for transfer to the Archives. Such storage is needed but we know that if it goes through it is likely to result in departments storing their records in that building rather than in the Archives. A friend of mine in the office equipment business said that there was some sentiment also for a records storage building which could lease vaults to private business concerns for the storage of their records. It seems to me that if something of that sort gould be developed that might be another way of getting archives space for the National archives. This suggestion envisioned an archival administrative office to administer the building and to lease vaults but not of course to have access to the contents of the waults. I know of at least one large public warehouse in Springfield which is patronized quite largely by firms for record storage.

You will be interested to learn, if you have not already heard through Dr. Brooks, that we have just had appointed a Field Visitor for Archives who will, under the direction of the Archivist, carry out an archival extension service to local records repositories analogous to that which our State Library Extension service gives to public libraries. Mr. Kenneth Blood, who for the past six years has been in charge of the Springfield office of the Historical Records Survey, has just been appointed to this position.

Next week the Illinois and Michigan Canal records are to be transferred to the State Archives. When this transfer is sompleted, we are proud to be able to say that we will have in the State Archives building all the important state archives except the land records of the Anditor's office and the Civil War and World War records of the Adjutant General's office. These two particular files are in fire proof vaults but their transfer will probably have to await changes in personnel. A large part of these records are not under the direct jurisdiction of the Archives, having been placed in departmental vaults under the jurisdiction of the departments but at least they are under our roof. I doubt if any other State can some anywhere near reaching this percentage of transfer.

Sincerely,

MCN: MEB Archivist



The National Archibes

Mashington, B. C.

August 22, 1942:

G-4164

Miss Margaret Norton, Superintendent Archives Division, Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thanks for your good letter of August 14th and for the valuable information which it contains regarding the possible joint use of archival depositories by various branches of our government.

I heartily agree with your statement that state officials would justifiably resent any attempt on the part of the national government to interfere with state business and the resultant records. As a firm believer in the doctrine of states rights I feel that any such interference would be directly contrary to the basic theories upon which our government is founded.

In raising the question of possible joint use of depositories I was looking toward the future rather than toward the immediate present, and I was assuming that in the great majority of cases the question would revolve around the desirability of loaning storage space in a federally-owned building to state and local government bodies not having adequate facilities for the maintenance of their records.

Then there is the planning angle. Supposing that the federal government, after the war, should embark upon a nation-wide program of federal building construction to accommodate the records of the vast number of decentralized federal government offices, should such program be worked out without regard to state or local government records, or should the buildings be so planned that space might be available - upon some appropriate basis - for such dual or triple use?

In this connection I have a memorandum before me which states: "In addition to the construction of public buildings, in the period prior to the 1850's accommodations for the United States courts were (1) rented, (2) leased, or (3) furnished without cost by states and local governmental units." If, in the past, states, counties, and municipalities have thus aided the federal government is not the latter obligated, in some degree at least, to keep in mind the probable archival storage needs of such government agencies if and when it embarks upon a decentralized public buildings program?

My dilemma at this point is the danger of retarding interest in and the construction of state, county, and municipal archival depositories because of the possible availability of federally-owned storage space. For this reason it seems to me that, no matter what provision may or may not be made in the design and construction of federal buildings for such purposes, the wisest course would be to say little or nothing about it.

I agree with your conclusions regarding regional versus local archival depositories. In the case of federal field offices - although I do not have as yet all of the necessary statistical information - the location of such buildings would be dictated by the location of the offices to be served, most of which are in cities. Our main job would be to discover those cities having a sufficient total of such offices, with a sufficient accumulation of records, to justify the construction of a separate depository building. In cities where this situation did not exist it would be necessary to make other arrangements.

I am interested in the information you give regarding the Springfield-Chicago situation. If the federal government should erect an archival depository in Chicago (where such building, as you point out, already is justified by the accumulation of federal field office records) do you think that such action would, in any way, affect that situation?

Your reference to the proposed state office building is in line with the federal practice. A number of federal office buildings already have been erected with considerable savings in cost over the old office rental plan. It is my hope the post-war federal field office buildings will be so planned that the upper stories can be used for centralized archival storage until the volume becomes sufficient to justify the erection of a separate archival depository.

Congratulations upon your plan for a Field Visitor. I shall look forward to learning about the result of Mr. Blood's activities.

You are also to be congratulated upon your success in centralizing the Illinois State archives. I feel quite sure that you are right in stating that no other state has reached anywhere near your percentage of transfer. In fact, I believe that your State and Connecticut lead all others in constructive archival planning and accomplishment.

Sincerely,

pecial Assistant to the Arc

DWH:mtc 8-21-42 Mr. Dorsey W. Hyde, Jr. Special Assistant to the Archivist The National Archives Washington, D. C.

Dear Mr. Hyde:

I have delayed answering your last letter concerning the question of possible joint use of archival depositories in order to give it further consideration. I suspect that unless the National Archives records depositories were in the capitol city it would not be practicable for other governing agencies to avail themselves of storage space. Whether or not the National Archives would want its record deposits in the capitol city would depend upon the location of the Federal government's own departments and particularly their courts. For instance, Chicago would be the logical place for a regional depository from your point of view. Our branch offices of the State government in Chicago are extra-legal and I do not think the matter of housing would be of particular interest to our state offices in Chicago.

However, there is more than a possibility that something could be done to assist the counties in their record problems. We have had a decided interest shown by county officials in working out legislation to permit the destruction of useless county records and will probably introduce some legislation in the next session of our legislature. However, every county will still have a rather large reservoir of records which should not be destroyed and for which they cannot provide adequate housing. Miss Rogers and I have discussed rather tentatively the possibility of bring the county archives into our proposed State Library Regional plan. We are working towards regional depositories of books to serve rural areas which do not have local library facilities. This may involve at some time in the future our constructing buildings, altho that possibility is some time away. Our older counties are in regions which also have poor library facilities as well as poor court houses. We thought we might be able to provide storage facilities for such counties in our regional library buildings. Possibly something of the sort sould be done through the Mational Archives regional repositories.

other Mich.



The National Archibes

Washington, D. C. September 10, 1942.

Miss Margaret Norton, Superintendent Archives Division, Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thanks for your good letter of September 4th and for the additional information which it contains regarding decentralized archival depositories of federal, state, and local governments.

I was particularly interested in your statement regarding the stimulation of interest in better care for local records. You will remember that Sargent Child, in his ALA paper last June, also pointed out that archival "annexes or wings to courthouses or fireproof vaults ... were built all over this country as a result of the focus brought upon the housing conditions in our public buildings by the Survey workers."

There seems to be a growing feeling among the post war planners that, after the war, there will be adopted a far-reaching reconstruction program one of the features of which might well be a nation-wide public building plan. Such a plan, it seems to me, would have to visualize all types and kinds of public buildings, whether federal, state, or local, otherwise there would be great duplication of effort and waste of public funds.

I am interested in your reference to the Illinois State Library Regional building plan. Let us suppose that, after the war, you work out a comprehensive building plan of this type and that federal aid is extended to help defray the cost. Let us suppose further that in several of the affected regions there are small amounts of unproperly cared for federal records primarily of local, rather than of national, interest. Don't you think that, under the circumstances, such records could be placed in the custody of your regional state library building and that whatever cost was involved could be credited against the federal financial aid extended?

I am glad to learn that you, Miss Rogers, and Mr. Marquardt probably will stop over in Washington after the Richmond SAA meeting. If the weather is appropriate perhaps you all could visit our tiny Georgetown garden.

Sincerely.

Special Assistant to the Archivist

DWH:mtc

Other and. December 16, 1942 Dr. Arthur E. Kimberly The Mational Archives Washington, D. C. Dear Dr. Kimberly: Do you know anything about the new Dulseal material which has recently come on the market for protecting papers. Keuffel and Esser Company of New York, a company which specializes in drawing and other materials for engineering work, has the exclusive agency. This appears to be an acetate film coated with a thermo plastic delayed action adhesive. It can be applied with pressure without heat. It was designed for use in covering maps. The company representative who brought in samples does not know much about it from the points of view in which we are interested and I have asked him to give me results of tests made in their laboratory before his company took over the agency. It is definitely not anything on the order of Scotch tape.

are hoping that possibly this may be an improvement upon your laminating process but I am afraid it is too good to be true. I wonder if you have heard anything about it or know anything about it. I should appreciate any information you could give me on this subject.

Sincerely.

nch; meb	Archivist

AMERICAN LIBRARY ASSOCIATION AND NATIONAL ASSOCIATION OF STATE LIBRARIES, 1942



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

SIXTY-FOURTH ANNUAL CONFERENCE, MILWAUKEE, WIS., JUNE 22 - 27, 1942

A 3 6

April 22, 1942

To Chairmen and Secretaries of Groups Meeting at the Milwaukee Conference:

If your group is making plans for a breakfast, luncheon or dinner meeting during the Milwaukee Conference and expects to have tickets on sale in advance of the function, will you please see that the enclosed notice is brought to the attention of the person responsible for arrangements.

If tickets are not to be sold in advance, or are to be distributed in some other fashion, we need that information also for use at the ticket desk.

Sincerely yours

ora B. Dea

Cora M. Beatty, Chief ()
Dept. of Membership Organization

and Information

enclosure

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BREAKFAST, LUNCHEON, TEA AND DINNER TICKETS

For the convenience of conference delegates, a central desk will be set up for the sale of tickets for breakfast, luncheon, tea and dinner meetings for which tickets are to be sold in advance.

If you are responsible for such tickets you are asked to make use of this service by arranging for the sale through this central desk. The supply of tickets to be placed on sale, numbered consecutively and accompanied by full information, should be in the hands of Cora M. Beatty at the A.L.A. Office, Chicago, by June 1.

Please note carefully the following regulations which govern this ticket desk service:

- Name, date, hour, place and price of function must appear on the ticket.
- Tickets should be a convenient size for handling, preferably about 3 x 2½ inches.
- Tickets for each function as delivered to the desk for sale must be numbered consecutively, beginning at one.
- 4. Tickets for which reservations have been accepted in advance cannot be handled; only those ready for unrestricted sale, are to be supplied.
- 5. There must be one price only for all tickets for a given function. It is advisable to have the price of the ticket include tax and gratuity, and avoid odd cents in the total.
- 6. Checks will not be accepted at the ticket desk.
- 7. The supply of tickets should be accompanied by the following information:
 - a. Day and hour when sale should close
 - b. Name of group representative authorized to deal with the ticket desk
- 8. Payment by the central ticket desk to the authorised representative will be in cash.



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

May 21, 1942

Committee on Archives and Libraries

To Chairmen and Secretaries in charge of preparing copy for Proceedings:

Reorganization of the A.L.A. and the appearance of former groups in new connections make it necessary to readjust allotments of space in the A.L.A. Proceedings.

The formula under which space assignment has been made during the past several years was arrived at in 1938 through consultation and advice of all groups concerned considering not only their own special requirements, but the interests of the whole A.L.A. membership in the Proceedings number as a whole.

Any allocation will have to be to some extent arbitrary because of the limitations imposed by the budget for the Proceedings. Space assigned for the 1942 issue is shown on the attached sheet. Additional space may be secured at a charge of \$10 a page. We know we can count on your help in making the Proceedings as concise and readable as possible.

Copy for the proceedings of your Milwaukee meeting should be sent to the Bulletin editor as soon as possible after the Conference, but not later than July 11. For style requirements to be followed please consult the 1941 issue. You are asked to prepare copy for your portion exactly as it should appear in the printed issue. Proof will be read at headquarters and will be sent to you only at your specific request. In material which you have to write yourself, please type on paper size $\frac{95}{2}$ x 11 inches, with lines double-spaced. It is not necessary however to have papers recopied to conform to this request. Papers which are incorporated either in full or abridged should not exceed 750 words. Give the full name and professional address of persons mentioned in your proceedings.

Please make sure that your copy includes, preferably at or near the end, the names of officers elected or of persons made responsible for arranging for next year's meeting.

Sincerely yours,

Cora M. Beatty Chief

Department of Membership Organization

and Information

CMBres Enclosure - 1

В

1942 A.L.A. Proceedings Space

Affiliated National Societies -- 8 pages each (5600 words)

American Association of Law Libraries
Association of Research Libraries
Music Library Association
Maticula Association of State Libraries
Special Libraries Association
Theatre Library Association

Divisions

Association of College and Reference Libraries	5 pages	
Cataloging and Classification	15	
Library Extension		*
Libraries for Children and Young People	15	*
Trustees	5	

Round Tables -- 4 pages each (2800 words)

and company

Mies Cora M. Beatty. Chief Department of Numbership Organization and Information American Library Association 520 Horth Michigan Ave. Chiengo, Ill.

TOTAL MOTOR STATE

Pear Miss Beatty:

The Committee on Archives and Libraries held only one session at the American Library Association conference. This was a joint tession with the National Association of State Libraries. The two papers presented have been termed over to Mrs. Gladys P. Riley, the Secretary, for publication in the proceedings of the National Association of State Libraries. Since Mrs. Riley will doubtless report the proceedings to you, it seems unnecessary for me also to make a report. However, if you think it necessary I will do so.

Sincerely,

MCH 1 MER

The state of the s

March 23, 1942

Mr. A. O. Bonifage, Secretary Safe Manufacturery Helicani Association 200 Bullion Ave.

Door Mr. Boniface:

Some months age I asked you if you could attend the meeting of the American Library Association and deliver as address on some phase of your receased work at the face Hamfacturers Sational Association.

You replied at that time that you were not cortain as to whether you would be able to come or to coul a paper because you were so busy with phases of defence work. The time has now come for any program to be published and so I am writing to ank you iff you will be able to take payer. If an early that you would have a most interesting contribution to date and 3 hope that you can come. Tentatively the date will this meeting will be Vedacular June 36 at 10 A.E. Mostime are being held at the Setel Prister, Milwanice, Viepondia.

Please lot so know at your earliest convenience whether it will be possible for you to accomposite us.

Macarely,

MATERIAL MATERIAL

THE PARTY OF

"To promote the science and improve the methods of protecting records against fire and theft; and to obtain and circulate information on the service performed by fire-insulated record containers and theft-resistive obests."

SAFE MANUFACTURERS NATIONAL ASSOCIATION

W. J. PARKER, SECTY-TREAS.
A. O. BONIFACE, EXEC. SECTY

366 MADISON AVE., NEW YORK, N. Y. MURRAY HILL 2-2925

March 27,1942.

Miss Margaret C. Morton, Archivist, Illinois State Library, Springfield, Ill.

Dear Miss Morton:

I regret very much that matters pertaining to the War effert makes it necessary for me to be available at a moment's notice, which procludes my making any engatements outside of my regular duties. I regret that this is the situation, as I am quite sure that there is a story which might be teld to members of your Association which would be interesting.

I hope that at some other time I may find myself in a position to accept your kind invitation.

Yours very truly,

A.O.Bomiface

Executive Secretary

AOB/MYO

a.1.a.

March 51, 1942

My. A. O. Boniforo

Recording Englishman

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585 Zook. B. T.

Duar Mr. Hamifagns

that you will be unable to speak to the asubers of the American Library Association. Nouver, we understand perfectly your instillity to do so. You understandly would have much to tell up which would be valuable dut at some future time we hope you will be able to take part in our program.

Managely,

GMCO Orion Skin

ESLEECK MEG. CO.

MADE MUSS, A.

April 30, 1942

Dr. Julian P. Boyd Librarian Princeton University Princeton, New Jersey

Dear Dr. Boyd:

Due to the pre-secupation with War work of the people who some months ago promised to take part in the program of the Committee on Archives and Libraries of the A.L.A., I have found it necessary to cancel our meeting for this year. I had what I thought an excellent program lined up but within the last two weeks everyone has cancelled his engagement to speak. Mr. Boniface, secretary of the Safe Manufacturers National Association, Mr. Collis G. Harris, Mr. Marous Price of the National Archives, Mr. O. H. Runyan of Bradder-Smith Paper Company and a representative of the National Bureau of Standards had promised to speak on the materials relating to the physical and legal side of records.

Personally, I feel that the A.L.A. conference should be cancelled because everyone is too pre-occuped at present to be in a convention mood. I do not think we should be on a program unless we can be on a good one. I have plenty of ideas for one but it is too late to get a speaker because he would probably disappoint me just as these other people have.

Sincerely,

Margaret C. Morton

PRINCETON UNIVERSITY THE LIBRARY PRINCETON NEW JERSEY

lulian P. Boyd, *Librarian* Lawrence Heyl, *Associate Librarian*

May 5, 1942

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am in complete agreement with you about the abandonment of the program of the Committee on Archives and Libraries of the A.L.A. I am not planning to attend the meetings at Milwaukee and I seriously question whether we should plan such large gatherings in view of the tire and gasoline situations and the demand laid upon the railroads for troop movements.

Sincerely yours,

VLibrarian

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AMERICAN LIBRARY ASSOCIATION EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE CHICAGO

May 14, 1942

To Heads of all Divisions, Sections, and Round Tables and Leaders of discussion groups which are holding meetings at Milwaukse:

Greetingsl

It is my strong belief that the greatest hindrance to a successful meeting is the failure of speakers on the program to keep within reasonable time limits. I am enclosing a copy of a recent note from School and Society which indicates that library conferences are not the only victims of this habit.

I attended a meeting of educators in Des Moines recently. The first speaker, who was assigned fifteen minutes, took forty-five. The second speaker was supposed to take ten and took thirty-five, regaling us with a description of the difficulty of keeping down to forty miles per hour. His subject was the use of books in grade schools. There was no time at all for the last speaker on the program. I was allowed ten minutes and tore up my speech and spoke three minutes.

We are proposing at the Council meeting and at all general sessions to hold speakers down to the time assigned. I am writing to the various speakers telling them that we shall have to proceed to the next subject on the program when the time assigned for each speaker's remarks has expired. The programs will give a fixed time allotment, as, for example, 10:05 - 10:15, and will be conducted on a strict schedule.

I ask your cooperation in limiting the time of speakers on your program, and in informing them in advance of the time available for their remarks.

I believe we shall have an exceptional program at the general sessions in Milwaukee. Mr. Edgar Ansel Mowrer, author and foreign correspondent of the Chicago Daily News, will speak at the first session; Mr. Archibald MacLeish will give a general summary at the fourth session; President Dykstra of the University of Wisconsin will speak on universities and the war; Mr. Robert Blakely of the Des Moines Register will speak on public libraries and the war; Dr. Lawrence W. Bass, Associate Director of the Mellon Institute, will cover the subject of research libraries and the war. I am hoping the program will be of decided interest to all members of the Association.

haves to, Brown

Charles H. Brown

JN 10158 CHB:LG Enc. A

P.S. A copy of this letter is also going to the secretary, if there is one, of your group.

STILL ANOTHER NOTE ON SPRAKERS

Having been victimized on numerous occasions, I can understand what "G.E.H." means by his brief plaint in SCHOOL AND SOCIETY, April 5. Five of thirteen convention speakers to whom he listened ignored specified time limits. Imagine it, several used twice as much time as had been allotted to them!

Programs prepared by pedagogues almost always get out of hand. Audiences get jittery and some speakers are practically crowded out. Here's an appropriate speech for a scheduled speaker who has been elbowed off the program: "Ladies and Gentlemen, in view of the fact that Dr. So-and-So spoke forty minutes instead of his allotted twenty, and Professor Blank ran the sands of the hour glass through, I here and now commit my manuscript to the tender mercies of the secretary of the association for publication in the Yearbook, if any. I further request that the minutes of this meeting show that my address on this occasion utilized thirty seconds, one half of one minute."

A good doctoral investigation might be that of determining the saturation point of audiences. How long will it take us to discover that two good speakers on a program are better than four or five, even if they are good?

What is a chairman for? Why is he armed with a gavel? Why can't he realize that it is not poor etiquette to remind a speaker of the time which has been allotted him and make him the victim of the gavel when the sands are run? An exception might, of course, be made if the President or the King is speaking.

A presiding officer is more than a decoration. Should be not have proper consideration for his audience as well as for inconsiderate speakers? A presiding officer has some authority and some responsibility. He should assume his responsibility and exercise his authority wisely and with due consideration for both sides of the footlights.

W. W. Parker President, State Teachers College Cape Girardeau, Missouri

SCHOOL AND SOCIETY Vol. 53 No. 1375 pp. 574-575

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE NW. WASHINGTON, D. C.

HOWARD O. HUNTER

May 13, 1942

Wiss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you very much for your letter of May 5, 1942. You already have my letter of last week. I appreciate a great deal the opportunity which you have given me to make a report on the Survey. Such a report should be given, particularly at this time. I deeply regret that I will not be able to participate in the session because I am resigning from my position immediately and tomorrow start on a new piece of Work for another Administration -- a piece of work which will consume my entire energy in the immediate future. Colonel Scammell is going to carry on at this desk for the time being and you may be assured that my promise that the state files will be put away in an orderly fashion will be kept. Also, I shall write a report on free evenings and week-ends during the summer as I told you in my last letter. I am so sorry that this sudden change of plans makes it impossible for me to accept your invitation but I want you to know how much I appreciate it.

I do not know whether you have my home address, but I may be reached at 1721 North Veitch Street, Arlington, Va.

Sincerely yours,

Sargent B. Child

Director

Historical Records Survey

May 14, 1942

Mr. Sargent B. Child, Director Historical Records Survey Work Projects Administration 1734 New York Ave., M.W. Washington, D. C.

Dear Mr. Child:

Since reviving the program of the Committee on Archives and Libraries of A.L.A., I have had several more requests that you should make some sort of a report at that meeting. Several have suggested that they would like to participate in a discussion of ways of reviving the project or of continuting it in some manner after the way or of doing something about the publication of inventories which were ready to be processed when the project closed down. I agree with you that a final report should be made and perhaps somewhat later than next mouth but if you possibly can I would very much like to have you come to the kilwanhee meeting and take part in the discussion. If you cannot be there in person, we would like to have some statement from you but we hope you can be there. The meeting gill be June 25 in Ellwankee. I do not know just where the section is to be held.

Sincerely,

MONE WITH

Esphiel el



INCOUTLINED IN THE COMPANY'S TARIFFS ON HAND AT EACH OFFICE AND ON FILE WITH DEBULATORY AUTHORITIES

MISS MARGARET MORTOM ARCHIVIST=

STATE LIBRARY-SPRINGFIELD ILLS=

CANT COME BUT WILL SEND YOU ADEQUATE IF SHORT PAPER IF YOU SO DESIRE. LETTER EXPLAINS

SARGENT B CHILD.

RECEIVED AT

319 8. BIXTH ST. SPRINGFIELD, ILLS. **PHONE 9831**

TELEPHONE YOUR TELEGRAMS

TO POSTAL TELEGRAPH

10/376 TO PE TO PE

May 21, 1942

Hr. Sergoet R. Child 1721 Herth Volten Street Arlington, Va.

Deer Mr. Childs

Thank you for your telegram and letter of explanation concerning the report on the server. I do feel that a report should be given at this time before the Aperican Library Association. If you conset do it, possibly Galgael Seamell can do it in your same. I as comy that you cannot be present in possess but me and get accesses also to read the paper for you. I feel that a report is one the librarians who have stood behind the survey all those years and I feel that a discussion of the final disposition of the unpublished material will be fruitful at this time. If you have any suggestions for topics for us to bring up during the discussion I would appreciate having them cout too.

With the best wishes for your new activities,

Staterely,

MONT NEED

AND ITION

ata.

1721 No Veitch Street Arlington, Va. May 24, 1942.

Dear Miss Norton:

Thank you for your letter of the 21st. I fully agree that a report is due to those who have helped so greatly the work of the Survey and I shall start this afternoon on the first draft. As I wired you, I can not come to the meeting myself. If you would like to have Col Sommell read the paper, a request from Mr. Brown to Mrs Kerr should be sent at once. According to present regulations, an invitation from the head of an organisation must be received before such a trip can be undertaken. Mr. Brown is tremendously interested personally in the Survey-- particularly the Imprints. We had a good conference with him two months ago in Luther's office.

I shall do my best to have an adequate paper but the overtime required by my new position is already fairly heavy end I shall have to steal time from this overtime. I am to help "educate" the Educators who are going to help educate the public on the complicated regulations of the OPA. A step up the financial ladder at the moment that young "Bobby" has arrived also is most welcome. You will receive a copy of my resignation in a day or so-- whether you were officially a member of the Advisory Committee or not at the end makes no difference to me personally. I have always thought of you as a member to the last.

Sincerely yours,

Sargent B. Child

1721 No Veitch St. Tuesday ruglet. Dear him Norton: I have come home late but want to get thin off at one. In spite of the new and exceedingly interesting work I'm now doing, I will meet the deadline. The deaft is partly typed and I'el have it in your hands on true However, in you in Springfuld this Saturday, please send

me the name and address of the hotel to which I can mail it on Saturday or Sunday so that you will get it on honday. So sorry I can't come . I'd just like to leave Washington fra few pleasant dans "just cant" In haste Sandy Child.



Someone you can
help as rock the
next time you come
to Washing too
Robert Shignet Chill
b. april 11, 1942

Sybil, Doug + Portio

June 12, 1942

Mr. Sergent B. Child. 1721 No. Veiten Bt. Arlington, Virginia

Dear Mr. Childs

My address at the American Library Association will be the Prister Hotel, Milwaukee, Wisconsin. Please address any envelope to me as Chairman of the American Library Association Committee on Archives and Libraries and mark it "Hold". I probably shall not get to Milwaukee until Monday night. June 2006.

I do very much appreciate your taking the time which you so much need for walking the floor with your new sun to that's this paper. However, as I said in my previous letter, I feel that we should have a discussion on the subject of the Ristorical Records Survey. Thanks for the picture of your children, I knew you had two before the baby same but I did not realize that you had three. Some time when I see you I will tell you a very asseing remark which one of your former subordinates made when he heard that you had a new child.

With hest wishes I am,

Mineerely.

Archivia

June 16, 1942

Mr. Sargent B. Child 1791 No. Voitch St. Arlington, Virginia

Dear Mr. Child:

Thank you very much for your excellent and inspiring paper which has just arrived. I am asking buther Evans who is to be present if he will read it for us and take part in the discussion which follows. I am sure that we shall all miss you very much indeed.

Sinserely,



Longviet

NATIONAL ASSOCIATION OF STATE LIBRARIES

FOUNDED 1889

REORGANIZED 1898



Room 341, State House Boston, Massachusetts January 15, 1942.

Miss Margaret C. Norton 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

The Annual Meeting of the National Association of State Libraries will be held this year at Milwaukee, Wisconsin, June 22d to 27th.

A war activities program makes it desirable that you attend this meeting if possible. A study will be made of the reports of the Coordinating Council of the National Library Associations and also of the Committee on Cooperation of the American Library Association. Plans will be adopted for guiding and directing the actions and procedures of state libraries which may find it necessary to move portions of their collections to safe deposit areas remote from any possible enemy action.

The duties and responsibilities of state libraries in furthering war activities will be studied.

Several joint sessions of our association will be held with the American Association of Law Libraries. Our headquarters will be at the Hotel Pfister, and arrangements have been made to provide accommodations at this hotel for all of our members provided reservations are made at an early date. We have been given an allotment of rooms sufficient for our membership, but it will be necessary for you to make your own reservation.

Enclosed I am sending you a descriptive folder of the hotel and small map of the city together with a post card bearing the name of our Association which you may use in making your reservation. I will be glad to receive any suggestions which you may have regarding plans for this meeting.

Sincerely yours,

Sums G. Doley,

President.

a 1, 2.

February 5, 1942

Mr. Dennis A. Dooley National Association of State Libraries Room 341, State House Boston, Massachusetts

Dear Mr. Dooley:

As you may know, I am chairman of the American Library Association Committee on Archives and Libraries and as such am planning the program for sessions to be held by that committee. I am asking for two sessions -- one to be devoted to information about the physical materials with which archivists and surators are dealing, that is, with properties of paper, inks, etc. Mr. O. H. Runyan, of the Bradner-Smith Company, which is the largest paper wholesale house in the Middle West, has consented to take charge of this progrem. Mr. Runyan is one of the leading paper experts in the country and is a very popular speaker on paper matters. He will give a description leature on what the manuscript curators should know about paper. We are trying to get Dr. Weber of the National Bureau of Standards to collaborate with him on the ink side but unfortunately my letter to him fell into the hands of a political superior who wrote me that Dr. Weber would have nothing to say since the results of all their research is published. We are still hoping we can get around this some way. If not, Mr. Rumyan will try to find someone else. My second subject will be on the defense side of archives. Mr. Marous Price of the National Archives is going to talk about the legal basis of archives, that is the way rules of evidence affect the way we have to handle them. That sounds technical but it is basic and Mr. Price has promised to treat it in a popular way. A second speaker will be Mr. Collas G. Harris, also of the Mational Archives, who is the chairman of the Society of American Archivists Committee on Protection of Records in the War. He will discuss whatever phase of protective work seems most timely. Mr. Boniface, the Executive Secretary of the Mational Manufacturers Association has tentatively promised to discuss what the commercial agencies, such as safe manufacturers, are doing in the way of research, looking towards physical protection of records and particularly methods of classifying records as to their relative importance from a protection point of view.

these programs might be a joint program with the Mational Association of State Libraries or that a third session might be also a joint program. We will be very glad to scoperate with the Association in any way that you suggest.

Sincerely,

MOR: MEE

Archivist



The Commonwealth of Massachusetts State Library

State House, Boston

February 9, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I would be very happy to join with your A.L.A. Committee of Archives in arranging for a joint meeting devoted to your second subject "The Defense Side of Archives". I would suggest that the main topic be broadened to include all valuable books in the State Library. We are arranging for a joint meeting with the Law Librarian. In order to avoid any conflict in time I would suggest that you write to Mr. Gilson G. Glasier who is chairman, not only of our committee but also of the program committee for the law libraries. To expedite matters I am sending him a copy of your letter and this answer. If the joint meeting is arranged will you ask the speakers to plan their talks so that they will be includive of the state library holdings as well as the archives. Perhaps one additional talk ought to be added on the subject "What Books in the State Library should be Evacuated".

With best wishes, I am,

Sincerely yours,

Dennis A. Dooley, State Librarian.

Bunis a. Dola

NATIONAL ASSOCIATION OF STATE LIBRARIES

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341 State House Boston, Massachusetts

February 24, 1942.

Miss Margaret C. Norton, State Archivist, Springfield, Illinois.

Dear Miss Norton:

Not having heard from you in answer to my letter accepting your invitation to arrange a joint meeting with the Archivists, I am worried about possible conflict.

Today I received from the Chairman of our Program Committee a commitment for a joint session of N.A.S.L. and the Law Librarians on Monday afternoon, June 22. We are also to have a joint banquest with them on Tuesday evening.

Can your meeting be scheduled for Tuesday afternoon, June 23, or Wednesday morning or afternoon? Thursday we are planning to make an all day trip to Madison and Friday would be too late in the week for us.

Sincerely yours,

Dennis A. Dooley,

President.

February 26, 1942

Hr. Dennis A. Dooley State Librarian Massachuseets State Library Boston, Massachusetts

Pear Mr. Booley:

So far I have not yet heard from Mr. Glasier, chairman of the joint meeting of the Law Librarians and Mational Association of State Librarians, concerning your suggestion that the Gommittee on Archives and Libraries join in your joint program. Mr. Price's paper on "The Legal Significance of Archives" would be of interest to law libraries and also to state librarians who may have archives in their custody, altho it is a paper on archives rather than a general library paper. What Mr. Marris will have to say about protection of records in war times will be equally applicable to libraries and to archives. I would guess that Mr. Moniface's paper might also be of equal interest. However, Mr. Moniface is not at all certain that he will be able to give the paper because of his precoupation with defense activities. These will be an opportunity to substitute or even to add the paper which you suggested on the subject "What Books in the State Library Should Be Evacuated". As an alternative subject I would suggest a paper on "The Role of the Librarian in Preserving Local History".

I am sending a copy of this letter also to Mr. Glasier and will be gied to cooperate with him and with you in planning our programs.

Sincerely,

MCH : MES

GC: Mr. Glasier

ASSOCIATION.

National Association of State Libraries

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341 State House Boston, Massachusetts

March 2, 1942.

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

Perhaps your letter of February 26 was written before my second letter to you was received and on this account you did not give me any information about the time of the joint meeting.

I doubt that you will find it possible to include the law librarians in the proposed joint program. I have already received a tentative draft of the program which they have arranged and they do not suspend even for general sessions. You will note that I stated we had already arranged a joint session with the law librarians for Monday afternoon. I hope this is not the time when your affair is on the schedule.

Sincerely yours,

Dennis A. Dooley,

President.

C/C Mr. Glasier.

March 4, 1942

Mr. Demnis A. <u>Doolsy</u> President Hatiemal Association of State Libraries 341 State House Boston, Massochusettu

Dear Mr. Dooley:

The Committee on Archives and Libraries is scheduled for meetings both Homisy and Quesday afternoons. I hate to have a conflict with the H.A.S.L. and Law Librarians so as writing to ack if there is any possibility of changing the Homisy meeting to Wednesday morning. If we have a joint session we could use the Twesday afternoon time without a conflict so I will leave that. So far I have not heard anything from the chairman of your program consistes, Mr. Ginsler.

Simoerely,

MORE HELD

Link Office

March 9, 1942

Mr. Dennie A. <u>Dooley</u>, President Matienal Association of State Libraries 541 State House Reston, Maggishupetts

Door Mr. Doolers

In accordance with my request the American Library Association office has changed the time of the meeting scheduled for Archives and Libraries Committee from Monday, June 22 at 2:30 to Wednesday, June 24 at 10:00 A.M. This will do many with that particular conflict with your program. I have still not had a reply from Mr. Clasier so I assume that he is not interested in a joint meeting with my group.

Simoerely.

MON: NEW

Apphirias

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341 State House Boston, Massachusetts

March 11, 1942

Mr. Gilson G. Glasier, State Librarian, Wisconsin State Library, Madison, Wisconsin.

Dear Mr. Glasiert

I am very anxious to settle some of the plans connected with the program of the M.A.S.L. for the meeting in Milwaukee. Last week I was in New York and while there I conferred with Mr. Hill regarding the joint meetings which we are having with the Law Librarians. According to information which I had earlier received from Miss Newman the first of our joint sessions was to be held on Nonday, June 22, at 2:30 F.M. The second joint enterprise would be the banquet on Tuesday evening.

The N.A.S.L. has also agreed to hold the joint meeting with the Archives and Libraries Committee on Wednesday, June 24, at 10:00 A.M. The business meeting of the N.A.S.L. will thus be shifted to Wednesday afternoon at 2:30. The suggestion has been made, but so far as I know not yet acted on, that the Law Librarians join with the archivists and state librarians for the session on Wednesday morning. If this is not possible due to the large number of committee reports and scheduled sessions of the law librarians, will you please so infarm both Miss Margaret C. Norton, Archivist, Illinois State Library, and me. If these matters can be settled we can then try to complete the list of speakers.

May I, therefore, have at a very early date a copy of both the A.A.L.L. and the N.A.S.L. programs.

Sincerely yours,

Denmis A. Dooley, President.

C/C Mr. Hill Miss Morton Miss Newman Mrs. Riley

NATIONAL ASSOCIATION OF STATE LIBRARIES

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341 State House Boston, Massachusetts

March 19. 1942

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

Enclosed I am sending you a tentative draft of the program of the N.A.S.L. for Milwaukee. I am not sure that I have included all the speakers or even the proper ones for your meeting on Wednesday morning. Will you please make such amendments as are necessary and return the program at once in order that I may send our program to the A.L.A. office.

Miss Newman of the Law Libraries Association wrote me that they could not plan the time for a joint session on Wednesday morning.

Are you planning to provide the stenographer for this meeting? If so, we will be glad to share the expense with you and to engage the same stenographer for our business meeting on Wednesday afternoon. If you have not made a selection, I am sure that the A.L.A. office will cooperate by putting you in touch with the stenographer engaged for the A.L.A. program.

Thanks for your cooperation.

Sincerely yours,

Dennis A. Dooley

President.

aza

March 31, 1942

Mr. Dennis A. <u>Booley</u>, President Mational Association of State Libraries 541 State House Boston, Massochusetts

Dear Mr. Dooley:

Miss Rogers has shown me your letter requesting more information about our joint meeting. This letter evidently crossed one which I sent to you.

I enclose a copy of the letter which I am sending to A.L.A. headquarters. As you see by this, Mr. Meniface has had to decline because of pressure of work. Mr. Manyan had asked for a full program for himself and the person he was to have assist him on the program. However, so far as I know he has not been able to get the second speaker. I may want to put him on our joint program altho I shall not do so until I am sure. He wishes more time than we could give him. Therefore, we have room for a third speaker on our joint program. Have you any suggestions for this. Possibly we could tie in the library angle better by a third paper.

Sincerely,

MOH: MEB Enc. CO: Miss Rogers THE PLANE

NATIONAL ASSOCIATION OF STATE LIBRARIES

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341 State House Boston, Massachusetts

April 2, 1942

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

On the last copy of the program which I sent to you, I did not have Mr. Boniface listed so that our program is not changed by his withdrawal. At this time I do not know of anyone who would be available for the third paper on Wednesday. Perhaps the two will be enough. On the other hand, if you omit your Tuesday meeting, I see no reason why you can't schedule Mr. Runyan and still give him time enough to but on his show.

Sincerely yours,

Demis a. Stoley Dennis A. Dooley. President.

Kr. Dennie A. Dooley National Assn. of State Libraries Room 341, State House Boston, Massachusettes

Dear Mr. Dooley:

Archives and Libraries has had to be abandoned as you see by the enclosed letter to A.L.A. I had six excellent papers lined up but everyone is tee deeply engaged in War work to prepare speeches. I am so sorry that this means your own program is curtailed through my failure to meet the responsibility for the joint meeting which I, myself, solicited. Personally, I think A.L.A. should eaneal the convention. Most of us are too busy and too absorbed in responsibilities of eurown to be in a convention mood.

I shall probably not attend A.L.A. now, myself, but I hope that if you come you will come by way of Springfield and pay us a little visit.

Sincerely,

Margaret C. Norton, Archivist

MCN : mfn

NATIONAL ASSOCIATION OF STATE LIBRARIES

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341 State House Boston, Massachusetts

May 4, 1942

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

I am making note of the fact that your Committee on Archives and Libraries has found it necessary to cancel the joint meeting which we had planned at Milwaukee. Indeed this may be an indication of what may be expected generally.

The N.A.S.L. is to hold several joint sessions with the law librariens in addition to its own program. Unless travel is definitely restricted we will plan to carry on the meeting. It is lucky that the meeting was not planned for Boston this year because our beaches are now blacked out at night.

If travel permits I may be able to pay a visit to Springfield.

Sincerely yours,

Dennis A Dooley,

President.

May 5, 1942

Mr. Dennis A. Dooley National Association of State Libraries Room 341, State House Boston, Massachusetts

Dear Mr. Dooley:

I am exercising a woman's privilege of changing her mind. Since writing you that it would be necessary to cancel the program for the Committee on Archives and Libraries, I have had a letter from Mr. Collas G. Harris from the National Archives saying that he will be able to present the paper on archives and war which I had asked him to give some months ago and which I was under the impression he would not be able to prepare. This paper is of such great importance and interest that I feel I should make an attempt to include it in the program. Consequently, I am endeavoring to fill in the program. If I cannot get another paper as I hope to do, I am sure we can work in Mr. Marris's paper in some other program. Probably there have been other cancellations just as embarressing to program makers as my own have been. I will let you know just as soon as possible that my plans are.

I am asking Sargent B. Child to make a final report on the Historical Records Survey and disposition of unpublished research data. I have also asked Mr. Harris to expand his paper to helf an hour and to include libraries, particularly Government libraries in his discussion of archives in war. Possibly you have in mind someone whom we could get for a third paper. If my article on priorities had not recently been published in the American Archivist I might give that. If necessary I may be able to talk informally on the selection of county records for preservation. If you know of anyone else who might help us out please let us know. I feel Mr. Harris's paper is so very important that we should by all odds include it somewhere in the A.L.A. program.

Sincerely.

Archivist

MCM: MEB

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341 State House Boston, Massachusetts

May 7, 1942.

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

I agree with you that since Mr. Harris can plan to go ahead with the preparation of his Paper it is desirable to retain it on the program. If you are able to get Mr. Child to report on the Historical Records Survey, it should then be possible to generate a discussion which will embody experiences of many of the members present. This would, I think, be better than a third paper by someone who may not as a matter of fact have had any experience in preserving cultural collections in war times.

There is, of course, still a very great uncertainty about the whole meeting and we may yet find that travel will be so restricted it may be necessary to call the meeting off. All we can do is make such plans as will provide a program if we actually get to Milwaukee.

Sincerely yours,

Dennis A. Dooley, President.

May 21, 1942

Mr. Dennis A. <u>Pooley</u> Mational Association of State Libraries Room 341, State House Boston, Massochusetts

Dear Mr. Dooleys

The program for the joint session of the Mational Association of State Libraries and A.L.A. Committee on Archives and Libraries for Tuesday afternoon will be as follows:

Margaret C. Morton, Illinois State Library, Chairman.

- Mr. Surgent B. Child, National Director, Historical Records Survey, Work Projects Administration, Washington, D.C., Report on the Historical Records Survey.
- Mr. Collas G. Marris, Chairman, Executive Counities, Counities on Conservation of Cultural Resources, The Mational Archives, Washington, D. C., "Archives and the War"

Discussion.

Sincerely,

HCH! MED

Archivist

NATIONAL ASSOCIATION OF STATE LIBRARIES

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May 25, 1942.

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

I wish to thank you for sending me the program for the Joint Session of the A.W.S.L. and the Committee on Archives.

I assume that you have written to Chicago to have this changed on the program. Will you also write to have the listing on the ALS.L. section changed, also in the May A.L.A. Bulletin,

Your committee has meetings scheduled for both Tuesday afternoon and Wednesday morning. Our listing of the Joint Session is Wednesday morning and we want it changed to Tuesday afternoon.

Sincerely yours,

Dennis A. Dooley,

President.

June 29, 1942

Mr. Dennie A. <u>Booler</u> Mational Association of State Libraries Room Sel, State House Boston, Mass.

Dear Mr. Deoleg:

I gave you my only copy of Mr. Marris's paper for publication in the proceedings of the Matienal Association of State Libraries. I now find that I will have to have it immediately for my reports to A.I.A. and the Library Josephal. I do not know whether Mr. Declay or Mrs. Riley has the paper so I am stading the same letter to both of you, Will you please send it to me for a few days and I will poture it to you as seen as possible. I have smother copy of Mr. Guild's paper so will not need that.

Sinserely,

MONTHER OO! Mrs. Riley Teleford

June 16, 1942

Dr. Luther H. Evens Assistant Librarian of Congress Machington, D. C.

Beer Dr. Press:

in Mashington and that you will be in attendance at the American Library Association meeting. Mr. Child is scheduled for a report on the status and plans for the future of the Mistorical Records Burvey. Unfortunately he will not be able to be present. I wester if you would be willing to read his paper for him and to take part in the discussion which we keep will follow. This paper is to be read at the joint meeting of the Matienal Association of State Libraries and the A.L.A. Committee on Archives and Libraries to be held on Tuesday afternoon at \$130. Miss Regare thinks this meeting will be at Marquette University but I am not certain, you will have to shock with the program. I will have a copy of Mr. Child's paper at the registration dock of A.L.A. for you.

Manaraly.

HOLE : HELD

Archivist

April 10, 1942

Mr. Gellas G. Marris The Mational Archives Washington, D. G.

Door Mr. Harris

This is to remind you of your promise to address the A.L.A. Committee on Archives and Libraries at the A.L.A. convention in Milwankee in June. Our committee is helding a joint meeting with the National Association of State Libraries, Tuesday afternoon, June 28. I would approximate it if you would send the exact title of your paper for printing in the program.

No reports have some to me recently conserving war activities of other archival agencies. I note in the bulletin of the Local History Association that a number of institutions have begun evacuation. I have not heard directly from these institutions. Is there anything also I can do to help with our committee work.

Simoorely,

MCH : MES

PASPIATES.

Enc.

(cc of letter from McCormick Historical Association)

May 1, 1942

Mr. Collas G. Harris The National Archives Washington, D. C.

Door Mr. Herris:

Some months ago you promised to present a paper before the Committee on Archives and Libraries at the convention of the American Library Association to be held in Milwaukee next month. Within the past two weeks all the other persons who had promised to be on this program have asked to be excused because of the pressure of their war work. I thought I might be able to save one of our two sessions but so far you are the only one who has not given me a definite refugal. Since I have not heard from you recently, I imagine that you are doubtful about your ability to attend also. We have now decided to cameel the entire program of the Gommittee on Archives and Libraries. I hope that you have not spent too much time on the paper which you promised us. I am very sure Dr. Peace will be delighted to have an epportunity to publish it in the American Archivist if you have propared one. Personally, I feel that the A.L.A. conference should be cancelled entirely because I feel that archivists at least are too busy with their own war work to be in a convention mood and I think that is also true of most of the important librarians.

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MON; MES Archivist



The National Archives

Mashington, D. C.

Miss Margaret C. Morton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am writing merely to reassure you that since my letter of January 10, 1942, I have not forgotten my promise to read a paper on the protection of archives against the hazards of war at the meeting of the American Library Association at Milwaukee in June.

Since librarians and archivists have many other new responsibilities in war in addition to the protection of their holdings, and since the problem of protection is not very pressing in the Hiddle West, from which there will probably be the heaviest attendance, I wonder if the paper might not have nore interest for the audience if it were on the more general subject of the activities of archival agencies in the war? The question of protection would, of course, be embraced in the general subject. Some such title as "Archives and the War" might be used.

This suggestion may, of course, conflict with plans you may have made for other papers on the program, and I defer entirely to your judgment on whether the subject should be expanded.

Sincerely,

Collas G. Harris Executive Officer May 5, 1942

Mr. Collas G. Hamia. Executive Officer The Mational Archives Washington, B. C.

Dear Mr. Marris:

Our letters seem to have erossed each other in the mail. At the time I wrote I was under the impression that some of the Washington people were to be able to attend the A.L.A. conference. Your proposal that you speak on the more general subject of activities of the archival agencies in the war is an empellent one and because of the importance of the subject I cortainly want to have one seedien if you can speak. Therefore, I will recall my cancellation of the funday afferment meeting. I think you should plan to speak about half an hour and be proposed to mover questions. I presume many people will want to know details about physical care not only of archives but also of libraries. This meeting was planned to be a joint meeting with the Mational Agassiation of State Libraries so I think you should include the Government library angle in your talk.

I am delighted that you will be able to be present and to speak to us.

Sincerely,

MIN: MES

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The National Archibes

Mashington, D. C.

May 8, 1942.

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Our letters of May 1 and 2 did cross in the mails and I had just signed another letter to you today expressing my regret at the necessity of cancelling the Archives and Libraries session at the Milwaukee meeting when I received your letter of May 5.

I am delighted to know that it will be possible to have the program after all. The paper has already been prepared in its initial form, and I shall look forward to the meeting.

Sincerely yours,

Collas G. Harris Executive Officer



The National Archives

July 3, 1942.

Miss Margaret A. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Some time ago the Library Journal asked me to let them have an article on the general subject of activities of archival agencies during the war. In this connection I have been wondering if you had any publication plans in connection with the paper I read at Milwaukee as, if you do not, I will probably let that do double duty. The Archivist is also planning to multilith the paper as a miscellaneous document of The National Archives for distribution to its mailing list.

I am enclosing a copy of an earlier paper that I read on THE PROTECTION OF FEDERAL RECORDS AGAINST HAZARDS OF WAR, which was similarly issued and of which you may not have yet received a copy.

Sincerely yours,

Collas G. Harris, Executive Officer

Enclosure

a.1.a.

July 10, 1942

Mr. Collas G. Harris Executive Officer The Mational Archives Washington, D. C.

Dear Mr. Harris:

Tou heard the President of the Mational Association of State Libraries request permission to publish your paper in the proceedings of that organization with which our committee was meeting jointly. This publication will probably not some out until towards the end of the year. It is limited in circulation and I can see no reason why your paper should not be published in the Library Journal and also by the Matienal Archives. The Secretary of the Matienal Association of State Libraries is Mrs. Gladys F. Riley, Wyoming State Library, Cheyenne, Wyoming. I would suggest that you write to her about this matter. I know that while I was secretary of the Association papers which we printed were also frequently printed elsewhere so I can see no objection.

Thank you also for the copy of your earlier paper on the Protection of Federal Records Against the Hasards of War. I had not happened to see it before. I deeply appreciate your taking time out from your war time duties to present your paper before the Committee. I am sorry that A.L.A. saw fit to put us in such an obscure place. Normally we have an attendance of close to two hundred at our sessions and I am sure we would have had this time had we been in a more convenient location. All who were in attendance were very much interested in your paper.

Sincerely,

Archivist

MCN: MER

The New York Public Library

Astor, Lenox and Tilden Noundations

FIFTH AVENUE & 42ND STREET

New York, July 30, 1942

Miss Margaret C. Norton Chief, Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

Mr. Milam, executive secretary of the American Library Association, notified me several days ago that President Metcalf wished me to serve as chairman of the Archives and Libraries committee during the year beginning this September 1st. I have just sent him an acceptance.

It is too bad I did not attend the Milwaukee meeting. That makes it necessary for me to beg of you, with your daily burden heavy enough as it is, whatever you think I ought to know of the committee's participation in the wonvention. I shall be especially happy to hear from you any ideas which were presented having pertinence (and also feasibility) to the difficult position occupied by archivists and curators of manuscripts in today's troubled world.

Messrs Blake (of the National Archives) and Boyd are the other appointees so far. Although Boyd was here on a brief visit yesterday his engagements made it impossible to discuss the committee's work.

Write me frankly anything of significance; even confidentially I can assure you. Or perhaps that can wait until the Society of Archivists meeting.

Yours truly,

Robert W. Hill Keeper of Manuscripts

RWH: lr.

Ammile There August 3, 1942 Dr. Robert W. Hill Keeper of Manuseripts The New York Public Library Fifth Avenue & 42nd Street New York, N. Y. Dear Dr. Hill: Congratulations and best wishes on your appointment as chairman of the A.L.A. Committee on Archives and Libraries. for the next year. Since I have already been on the committee for six years, which is one year longer than A.L.A. rules permit, I cannot of course serve on your committee. I think the rules should be changed so that a new chairman could have the experience of his predecessor. However, I will be very glad to cooperate with you in any way that I can. My program at the Milwaukee meeting was a disappointment to me because at the last minute all of my speakers except one found themselves too busy to participate in the program. I got another eleventh hour speaker so we did have a program. Mr. Child made a report on the closing of the Historical Records Survey and Collas G. Harris, of the National Archives, spoke on Archives and War. Two of my speakers promised to take part in the next program if their papers were wanted. I had asked Mr. Marcus Price, of the Mational Archives, to present a paper on "The Legal Basis for Archives", a popular paper on the use of archival documents as evidence to explain the reasons for some of the archivists' rules concerning classification and other arrangement of archives. Mr. Price is by profession a lawyer and is one of the best informed men in the country on this subject. A second speaker was to have been Mr. O. H. Runyan of the Bradner-Smith Paper Company, 333 So. DesPlaines, Chicago. Mr. Runyan is one of the leading authorities on paper in this country and his expert knowledge is frequently called upon by the U.S. Bureau of Standards. He is a very

popular speaker and has presented papers on various phases of the subject before a number of organizations. I had asked him to speak on the topic "What the Archivist Should Enow About Paper". Mr. Bunyan would have given a practical demonstration as well as presenting a mere paper. I had also asked Mr. A. O. Boniface, Executive Secretary of the Safe Manufacturers' National Association, 366 Madison Ave., New York, to present a paper descriptive of the research work of interest to archives which is being done by national organizations such as his own. I think a representative of some of the insurance underwriters organizations might also be of interest.

Enclosed is a copy of my report for the Committee. Possibly this will be suggestive to you. As you will notice from the report, the chief work of the Committee se far has been to prepare programs for the annual conferences at A.L.A. There is no reason, however, why you as chairman should not expend this function in any way that you see fit. Do not feel, of course, that it is necessary to repeat the invitation to these people whom I had invited to speak at the Hilwaukee meeting. They might be as unable to present papers next year as this last but it might be suggestive to you. Mr. Dennis O. Dooley, State Librarian of Massachusette, is the president of the Entical Association of State Libraries and will doubtless wish to have at least one joint session with his group. Our session this year was such a joint session.

Please feel free to eall upon me to help in any way I can in furthering the work of this committee. Like all of Dr. Paltsit's friends, I have a very warm spot in my heart for the Manuscript Department of the New York State Library and all who are connected with it. I am sure that I have met you some time when visiting in the department.

Sincerely.

MCH; MEB Enc. Archivist



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

June 5, 1942

To Chairmen of A.L.A. Boards and Committees:

Re: Annual Reports

The Annual Reports issue of the A.L.A. Bulletin for this year will be the first war report of the Association since 1918. This will, of course, be reflected in the content of all Board and Committee reports.

Your report should be a record, not of machinery but of action, written in short, terse paragraphs outlining what you have done and what you plan for the future. Recommendations should be given concisely and underlined for greater emphasis.

Conservation of paper and funds and the large number of committees reporting make the need for brevity doubly important. Please refer to the Annual Reports issue of the Bulletin, October 15, 1941, for further suggestions in the preparation of your copy.

The Editor of the Bulletin will be glad to confer with contributors to the Annual Reports issue during the Milwaukee Conference and give preliminary advice or suggestions.

We plan to print the reports as the October 15 issue. We will be grateful if we may have copy by August 1, the deadline mentioned for reports in Mr. Milam's letter to you of March 5.

Sincerely yours,

Byron C. Hopkins

Editor, A.L.A. Bulletin

BCH:es



Miss Margaret C. Norton, Archivist, State Library, ; ppringfield, Ill.

ture # 11 - A

AMERICAN LIBRARY ASSOCIATION, 520 N. Michigan Ave., Chicago

[Date July 29 10 42.]

WE acknowledge receipt of the following material which you have sent to the Association:

Annual Report - Committee on Archives and Libraries

Very truly yours.

Thank you for your courtesy

Byron C. Hopkins, Editor

Committee on Archives and Libraries Report for Year 1941/42

The objective of the Committee on Archives and Libraries since its creation six years ago has been to act as a medium for exchange for information between librarians and archivists in those fields in which their techniques overlap. Each year from one to three sessions at the annual conferences of the American Library Association have been devoted to papers and discussions of mutual interest.

For the first five years, under the chairmanship of Dr. A. F. Kuhlman, the programs were devoted largely to enlightening librarians as to the purposes, scope of work and problems of the archivists in the interest of more effective cooperation. This information was eagerly sought by librarians, many of whom, especially state librarians, are administrative heads over archival agencies and manuscript collections.

The outbreak of war has brought to archivists and librarians added responsibilities for the preservation of cultural resources. Not only must they take necessary precautions for the safety of the books, manuscripts and records already in their custody, but they must also advise with, and if necessary, coerce other owners of such treasures to take appropriate action. Misguided patriots must be restrained from contributing valuable and irreplaceable private papers and even public records, to the waste paper drives.

Librarians and archivists have similar problems in planning protection of their buildings from the hazards of war. Both must evaluate and classify their holdings so that their most valuable materials can be protected adequately from a physical standpoint with a minimum interruption of service.

Many are making and exchanging microfilm copies as a measure of insurance. In some sections of the country there are problems of evacuation; in the safer areas, institutions are accepting deposits of evacuated materials, including originals and copies, not only from other states but also from foreign countries.

They must be able to advise others as to the best methods of conserving manuscript and archival holdings. This includes the responsibility of seeing that source materials for the history of local participation in the war effort are preserved, and it may extend to advising as to the permanence of papers and inks on which the records are kept. The discontinuance of the Historical Records Survey on account of the war makes it necessary for archivists and librarians to take action to perpetuate its good influence in procuring better care for local archives, now recognized as being vital to the protection of citizenship and property rights.

The 1942 program at the A.L.A. Conference was less elaborate than was originally planned because most of the key people were at that time too preoccupied with their immediate war work to participate. The Committee is grateful to Mr. Sargent B. Child, late director of the Historical Records Survey, and Mr. Collas G. Harris, Secretary of the National Committee on the Conservation of Cultural Resources, who made time to prepare papers. Dr. Luther H. Evans, Assistant Librarian of Congress and Dr. Child's predecessor in the Historical Records Survey, read Mr. Child's Report on the Historical Records Survey. Mr. Harris reported on "Archives and the War".

Many of these problems of wartime administration of archives and libraries are similar; most of them are new to American experience and are the subject of widespread experimentation. The Committee on Archives and Libraries can and will continue to act as a cleaning house for information on problems of mutual interest.

Respectfully submitted,

Chairman Committee on Archives and Libraries



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE. CHICAGO

2112

July 6, 1942.

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

Miss Beatty has given me your letter of June 29 concerning the Proceedings of the meeting of the Committee on Archives and Libraries.

Thank you for letting us know that the two papers will be published in the proceedings of the National Association of State Libraries.

Since Mrs. Riley will undoubtedly report the joint meeting for her group, you are quite right in assuming that it will be unnecessary for you to make a report.

Sincerely yours,

Byron C Hopkins

Editor, A.L.A. B.lletin

BCH: es

Mr. Dorsey W. Hyde, Ir. Director of Archival Service The National Archives Washington, D. C.

Dear Mr. Hyde:

Due to the pre-occupation with War work of the people who some months ago promised to take part in the program of the Committee on Archives and Libraries of the A.L.A., I have found it necessary to cancel our meeting for this year. I had what I thought an excellent program fined up but within the last two weeks everyone has cancelled his engagement to speak. Mr. Boniface, secretary of the Safe Manufacturers National Association, Mr. Collis G. Harris, Mr. Marcus Price of the National Archives, Mr. O. H. Runyan of Bradner-Smith Paper Company and a representative of the National Bureau of Standards had promised to speak on the materials relating to the physical and legal side of records.

Personally, I feel that the A.L.A. conference should be cancelled because everyone is too pre-occupied at present to be in a convention mood. I do not think we should be on a program unless we can be on a good one. I have plenty of ideas for one but it is too late to get a speaker because he would probably disappoint me just as these other people have.

Sincerely,

Margaret C. Norton



The National Archives

Mashington, D. C.

May 7, 1942

Wiss Margaret C. Norton, Chairman Committee on Archives and Libraries, A.L.A. Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thanks for your letter of April 30 which came to my attention upon my recent return to Washington.

It seems to me that, as a result of hard work and efficient planning, you had developed a very carefully thought-out program for the next meeting of the Committee on Archives and Libraries which, under ordinary conditions, would have been most helpful and interesting.

In view of the cancellation of their engagements by the speakers chosen I agree that there is nothing to do but to call the meeting off.

Sincerely,

Special Assistant to 279



LIBRARIAN ROBERT S. ALVAREZ

BROCKTON PUBLIC LIBRARY

BROCKTON, MASSACHUSETTS
ESTABLISHED 1867

December 10, 1942

Illinois State Library Archives Division Springfield, Illinois

Gentlemen:

Mrs. Norma O. Ireland, Chairman of the A. L. A. Local Indexes Committee, has asked me, as a member of the Committee, to write you regarding your Index to the Illinois House and Senate Journal, 1812 - 1859. She is anxious to know the number of entries in this Index at the present time.

We would appreciate it a great deal if you could jot this information down on the enclosed card and send it off to Mrs. Ireland in California so that she can have it sometime this month.

Very truly yours

Robert S. Alvarez

Enc.

COPY OF REPLY to

Ireland. Mrs. Norma O. 915 South Arden Drive El Monte, California

"Archives Dept., Illinois State Library
Index to Illinois House and Senate Journal,
1818-1859
Complete name, subject and bill index, 1818-1841
Bill index only, 1843-1859
This is a series of sheet indexes to volumes
and fills 17 legal size binders. Not
being a card index, it is impossible to
estimate the number of entries."

MILTON E. LORD, Secretary-Treasurer
Boston Public Library
Boston, Mass.

COUNCIL OF NATIONAL LIBRARY ASSOCIATIONS

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8 June 1942

Miss Margaret C. Norton State Library Springfield, Illinois

Dear Miss Norton:

You are cordially invited to be present and to take part in the pre-conference meeting on Library Relations with Washington which is to be held by the Council of National Library Associations in Milwaukee at 8:00 P.M. on Sunday evening, June 21, 1942, in connection with the Annual Conference of the American Library Association. Please read the inclosed announcement for details.

Yours sincerely,

Secretary-Treasurer

MEETINGS AT MILWAUKEE

The Council of National Library Associations is sponsoring two meetings at Milwaukee, in connection with the Annual Conference of the American Library Association:

- (1) a business meeting, on Wednesday morning, June 24th
- (2) a pre-conference meeting on Library Relations with Washington, on Sunday evening, June 21st

The business meeting of the Council will be held on Wednesday, June 24, 1942 at 10:00 A.M. This meeting will be open only to the officially accredited representatives from each of the several member associations.

The pre-conference meeting will be held on Sunday evening, June 21, 1942 at 8:00 P.M. This will be an invitation meeting and will be open to the officers, chairmon of committees, and other directly interested members of the several associations which make up the Council of National Library Associations.

The pro-conference meeting on Sunday evening, June 21st, is to be devoted to the question of Library Relations with Washington. It is intended to provide information concerning what each of our associations is doing in Washington, not for the purpose of emphasizing the activities of any one association, but rather to provide such information about what each is doing which might not otherwise come promptly to attention, and thus by actual knowledge of what is being done to bring about increasing cooperation and to prevent unnecessary and undesirable duplication of effort.

The Sunday evening program will consider the topic of Library Relations with Washington from the following points of

view:

- 1. Activities of the Library of Congress
- 2. War Activities, information, and planning
- 3. Post-war planning
- 4. International activities emanating out of or passing through Washington

Mr. Douglas C. McMurtrie 950 Michigan Avenue Evanston, Illinois

Dear Mr. HoMurtriet

Due to the pre-occupation with War work of the people who some months ago promised to take part in the program of the Committee on Archives and Libraries of the A.L.A., I have found it necessary to cancel our meeting for this year. I had what I thought an excellent program lined up but within the last two weeks everyone has cancelled his engagement to speak. Mr. Boniface, secretary of the Safe Manufacturers National Association, Mr. Collis G. Harris, Mr. Marous Price of the National Archives, Mr. O. H. Runyan of Bradner-Smith Paper Company and a representative of the National Bureau of Standards had promised to speak on the material relating to the physical and legal side of records.

Personally, I feel that the A.L.A. conference should be cancelled because everyone is too pre-occupied at present to be in a convention mood. I do not think we should be on a program unless we can be on a good one. I have plenty of ideas for one but it is too late to get a speaker because he would probably disappoint me just as these other people have.

Sincerely,

Margaret C. Norton

MDN 1mfn

Committee on Historical Source Materials

of the American Historical Association

FROM THE OFFICE OF Douglas C. McMurtrie, Chairman

> Special Committee on Library Holdings 950 Michigan Avenue Evanston, Illinois

> > May 6, 1942

ARCHIVES

MANUSCRIPTS

NEWSPAPERS

Herbert A. Kellar, Chairman

SPECIAL COMMITTEE ON

Edwin A. Davis Solon J. Buck

Sargent B. Child

SPECIAL COMMITTEE ON

Theodore C. Blegen Lester J. Cappon John C. L. Andreassen

St. George L. Sioussat

SPECIAL COMMITTEE ON

Culver H. Smith, Chairman

SPECIAL COMMITTEE ON

William D. Overman Oliver W. Holmes Ralph M. Hower Lewis Atherton

SPECIAL COMMITTEE ON

SPECIAL COMMITTEE ON PRESERVATION AND RESTORATION OF

BUSINESS RECORDS Oliver M. Dickerson, Chairman

LIBRARY HOLDINGS Douglas C. McMurtrie, Chairman Luther H. Evans Gilbert H. Doane A. F. Kuhlman James A. Barnes George A. Schwegmann, Jr.

Allan Nevins Edgar E. Robinson E. Malcolm Carroll

Wendell H. Stephenson, Chairman

Margaret C. Norton, Chairman Francis S. Philbrick

> Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am sorry to learn that your speakers all backed out on you. But I hardly think this reflects the general situation.

Better luck next time!

With cordial personal regards, I am,

Very sincerely, McSlertue

HISTORICAL OBJECTS DCMoM: VC Russell H. Anderson, Chairman Ronald Lee Hunter D. Farish B. D. Merritt

C. C. Crittenden

SPECIAL COMMITTEE ON BRITISH SESSIONAL PAPERS Edgar L. Erickson, Chairman Milton R. Gutsch C. W. de Kiewiet Warner F. Woodring Frank J. Klingberg

Everett E. Edwards,

Research Associate

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AMERICAN LIBRARY ASSOCIATION EXECUTIVE OFFICES: 320 NORTH MICHIGAN AVENUE, CHICAGO

February 5, 1942

To Chairmen and immediate past Chairmen of all A.L.A. Boards and Committees:

As chairman of the Committee on Committee appointments I need your advice on appointments for the year $1942\ /43$. My recommendations for all board and committee appointments for that period must be made in advance of the Milwaukee meeting, and I hope that you will send me your recommendations not later than March 1.

I am particularly eager, of course, to have your comments on the board or committee of which you are chairman, and I am enclosing a blank for your convenience in replying. If you are chairman of a board you will wish to refer to the Handbook to see which member must be replaced this year. If you are chairman of a standing committee (marked with an asterisk in the Handbook), you will find, in most cases, that half of the members must either be reappointed or replaced. The terms of all members of special committees expire with each conference.

Since I am also serving as chairman of the Committee on Beards and Committees, I should like to take the opportunity to ask you to let me have a note of any changes which you think ought to be made in the statement of functions or name of your committee or any changes in organization that seem desirable.

Sinceroly yours

K. D. Motcalf

Chairman

A.L.A. Committoe on Committee Appointments

Harvard Collogo Library Cambridgo, Mass. Enclosuro JN 9952 Name of Board or Committee Committee on Archives and Libraries

New members who should be appointed (please give position held by each person and comments on qualifications, etc.)

Dr. Alexander J. Wall, Director, New York Historical Society, New York, H.Y. - Dr. Wall is teaching the first course on Historical Library work and Manuscript Curatorship being given at Columbia this semester.

Members who should be reappointed (brief statements of your reasons for recommendations will be appreciated)

- Julian P. Boyd, Librarian, Princeton University, Princeton, H. J. Dr. Boyd is an officer of the Society of American Archivists and in close touch with other work of archivists.
- Mr. Dorsey W. Hyde, Jr., National Archives, Washington, D. G. He has proved to be one of the most helpful members of the committee. He is in a position to be particularly useful in building programs.

Members who should not be reappointed

Douglas G. McMartrie, Evanston, Ellinois. - Mr. McMartrie was originally appointed because of his connection with the Historical Records Survey work. Mr. McMartrie is no longer connected with this organization and is not interested in archives or manuscripts, his interest being in the field of early imprints. I would say that he would be more useful on a committee on yare books.

Date February 9, 1942 Name Margaret C. Norton, Chairman (Signed All replies will be regarded as confidential. Please send them, before March 1, 1942, to K. D. Metcalf - Harvard College Library - Cambridge, Massachusetts).

I would change the statement of purpose of the committee to "To consider matters of common interest to archivists, manuscript curators and librarians".

A [a Com on Archies & Siba

LIBRARY OF HARVARD UNIVERSITY CAMBRIDGE, MASSACHUSETTS

16 February 1942

My dear Miss Norton:

Thank you for your suggestions of recent date in regard to committee appointments. I am grateful for them and you may be sure that they will receive full consideration.

Sincerely yours,

bomering

K. D. Metcalf, Chairman A. L. A. Committee on Committee Appointments

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE CHICAGO

1942

To all Committee Members of 1941/42 and 1942/43:

Members of boards and committees have an indispensable part in all the major activities of the Association; no conceivable expansion of the salaried staff at headquarters could take the place of the voluntary work now contributed by committee members. Even if unlimited funds were available for all purposes it would not be desirable, obviously, for the A.L.A. to try to carry on without the advice and direction of the membership acting through boards and committees.

I should like, therefore, on behalf of the Association as a whole, to thank all those who have served on boards and committees during the past year, and all who accept invitations to do so during the year beginning on September 1.

In making committee appointments for the coming year, the Executive Board has, in most cases, accepted my recommendations as chairman of the Committoe on Committee Appointments. I, therefore, must accept the chief responsibility for mistakes that have been made. I feel sure that there have been mistakes, for the task of making appointments is not simple, though I have had fewer to make than any other recent president-elect of the Association. Under the new system of two-year terms only half the personnel of standing committees must now be appointed each year, and a number of committees have been discontinued because, under reorganization. their activities had become the field of a single division or round table.

This situation, in addition to the fact that it is unconstitutional for members of standing committees to serve more than three terms and contrary to Executive Board policy for other committee members to serve more than five consecutive years, may help to explain why so many active and wellqualified persons have received no committee assignment or have not been reappointed this year. If, as we hope, reorganization stimulates state and local organizations and strengthens the divisions and other groups within the A.L.A., it should mean that such persons will have many opportunities for worth-while activity if they are now relieved of their duties on committees appointed by the Executive Board.

I should like to call upon them, as well as upon those who have been reappointed or newly added to committees, to continue to help the A.L.A. to do its part during a year when it, like all citizens of the nation, must face abnormal difficulties and make inusual efforts.

Sincerely yours,

16 metrals,



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

March 5, 1942

To Chairmen of
A.L.A. Divisions, Round Tables,
Boards and Committees;

Please let me know as soon as you conveniently can whether your group expects to have any recommendations for the consideration of the Council at its meetings on June 22 and June 26 at Milwaukee. I shall be glad if you will include in your reply references to any recommendations previously made which have not received adequate attention.

In order that preliminary plans for the Council program may be prepared somewhat in advance, please indicate also when we may expect to receive your recommendations.

As you know, the A.L.A. committee year is September 1 through August 31. Annual reports of committees, with the exception of those committees (such as the Constitution and By-Laws) which report to the Conference, should be submitted on or before August 1.

Sincerely yours,

Carl H. Hilam

Executive Secretary

CHM MS JN 10015 March 9, 1942

Mr. Carl H. Milan Executive Secretary American Library Association 520 North Michigan Avenue Chicago, Illinois

Dear Mr. Milens

The Association's Countities on Archives and Libraries has no recommendations for the consideration of the Council at its meetings on June 22 and June 26 at Milwankse.

Simeerely.

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Arabivis.



AMERICAN LIBRARY ASSOCIATION EXECUTIVE OFFICE 5: 520 NORTH MICHTGAN AVENUE CHICAGO

July 15, 1942

Archives and Libraries

To Chairmen of A.L.A. Boards and Committees:

Re: Annual Reports

In the form letter of June 5, 1942, on committee reports, you were asked to outline the work of your committee under way and in prospect for the coming year.

On June 20 the Committee on Libraries and the War instructed me to ask specifically that you indicate in your report briefly, or in an accompanying letter, what you conceive your committee's job to be in relation to the war effort.

In this connection you may wish to refer to the addendum to the A.L.A. policy statement--"The A.L.A. Redefines Wartime Policy"--which appears on page 428 of the July 1942 A.L.A. Bulletin.

It will help the editor of the <u>Bulletin</u> maintain the publishing schedule for the Annual Reports issue if this material can reach us by August 1, the deadline previously mentioned for committee reports.

Cordially yours,

Carl H. Milam Executive Secretary

CHM:es JN 10319



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

HICAGO

September 10, 1942

Miss Margaret C. Morton State Library Springfield, Ill.

Derr Miss Morton:

On behalf of the officers and members of the A.L.A., I wish to thank you for your services as a member of the Committee on Archives and Libraries for three years, one of which you served as chairman.

As you may liner, Mr. Robert V. Hill has accepted the invitation of President Metcalf to serve as Chairman of this Committee for 1947-43. Will you please forward to him any namers or correspondence which he should have in order to carry on the work.

We shall count on your continued interest and support.

Cordially yours

Cerl H. Milar

Executive Secretary

VV:



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

Wileyenshi

January 26, 1942

To Presidents and Secretaries of Groups meeting at the Milwaukee Conference, June 22 to 27, 1942:

Several A.L.A. members have asked whether the Milwaukee Conference, scheduled for June 22 to 27, 1942, may be cancelled because of the war. There is no prospect at present that the Conference will be cancelled. It is probably needed now more than ever in order to give librarians an opportunity to discuss and to act upon the myriad problems which war has brought with it. The Midwinter Conference provided an opportunity for presentation of a great deal of information about the library's place in the war effort and for discussion of mutual problems. The Milwaukee Conference will provide further opportunity for similar activities on an enlarged scale.

You will find enclosed various recommendations regarding conferences and a memorandum on program and arrangements which call for your action. Please fill out and return the extra meeting room request form within the next few days. The duplicate is for your file. A tentative schedule of meetings showing the periods set aside for general sessions and group meetings is also enclosed.

The Program Committee hopes that you will keep the number of meetings to a minimum. The more meetings scheduled, the more difficult it is to avoid serious conflict and to allow time for free periods for informal discussion. No meeting should be scheduled to conflict with a general session.

We hope also to receive from you a complete program for inclusion in the May A.L.A. Bulletin, following the style in the May 1941 Bulletin. Please note that the deadline for the receipt of your program is March 31.

While A.L.A. Headquarters schedules the time for breakfast, luncheon, and dinner meetings, arrangements for dining rooms for such meetings should be made directly by the groups themselves.

Please note that the A.L.A. Public Relations assistant will solicit advance copies of the speeches. It is recommended that when a speaker cannot be present a short summary of his paper be made and presented at the meeting.

To summarize the matters which require your action:

- 1. Please notify us by February 20 if your group will hold a meeting or meetings, and when you wish those meetings to take place.
- 2. A complete program for publication in the May A.L.A. Bulletin should reach us by the deadline, March 31.
- 3. The Secretary or some other member of your group should be definitely responsible for reporting news of your meeting to the publicity assistant at the conference.

Sincerely yours,

(Mr.) Marion A. Milczewski

Assistant to the Executive Secretary

marion a. Milaurski

MAM/ms enclosures

JN 9921

Memorandum on A.L.A. Conference

Programs and Arrangements

Red marks indicate that action is necessary.

- 1. Please send us a complete program by March 31, the deadline, for inclusion in the May A.L.A. Bulletin, following the style in the May, 1941, Bulletin.
- Nocessary corrections and additions for the official program will be accepted until April 10. No corrections can be included after that date.

Publicity. All persons scheduled to make talks or reports at general sessions and mostings of the Council, divisions and round tables, will be invited by A.L.A. Headquarters to send advance copies of their addresses to the Public Relations Assistant at A.L.A. Headquarters by April 10 for publicity purposes. These will be used in advance for release immediately after the meeting.

There will be a publicity office in the Milwaukee Auditorium. If the secretary of your group is likely to be overburdened, please delegate to some other member the definite responsibility of reporting promptly to publicity headquarters any news and action resulting from the meeting, including the election of new officers. Such news should be brought in before the end of the meeting or at the earliest possible moment.

Meeting Rcoms. All available meeting rooms are to be assigned through the Local Committee. Requests for meeting room assignment should be addressed to A.L.A. Headquarters previous to the opening of the conference, and after the Conference opens to Mr. Milozewski, who will have a dosk in the A.L.A. Starf Office at the Milwaukee Auditorium. If your group is planning a breakfast, luncheon, or dinner meeting, we need to know the name and address of the hotel or restaurant and the time at which such meeting will be held.

Reports of Your Meeting. Please let us know who will send to us the proceedings of your meeting. Divisions and round tables are asked to delegate to the secretary or some other person in the group the full responsibility of preparing the proceedings exactly as they should appear in the printed volume. Please be sure that they are double spaced and that the original copy is sent to Headquarters.

Papers and Addresses. Abstracts or full reports are to be included in your portion of the proceedings as you may think appropriate in view of the space limitations. (You will be notified later as to the amount of space available.) Besides the report edited for the Conference Proceedings please send (to be filed for reference at A.L.A. Headquarters Library) a complete report or minutes of your meetings and copies of all addresses or committee reports presented.

Speakers. Each group is responsible for the expenses of its speakers, if it is necessary to pay such expenses, and hotel reservations for speakers outside the profession should be made by the officers of the group.

Stenographic Report. The A.L.A. will engage an official reporter for the general sessions and Council meetings. If you wish to use the same company (at your expense) we will send you the name and address as soon as a selection is made.

Election of Officers. It is suggested that the groups appoint nominating committees in advance of the Conference to obtain the consent of the nominees before presenting them for election.

Memorandum Prepared and Revised as the Result of Meetings

of A.L.A. Program Committee and Executive Board with

Representatives of Groups Holding Meetings During

Annual Conferences

The duties of officers of the various groups may be said to include (subject to revision):

- Appointment of committees and a record of the personnel of these committees sent to A.L.A. headquarters in time to be included in the A.L.A. Handbook.
- 2. Planning of programs for the Conference.
- 3. Arranging through A.L.A. Headquarters for time of meetings and meeting room assignments. (It is the duty of headquarters and the local committee to see that rooms are ready and signs posted.)
- 4. Preparing announcements of programs for publications.
- 5. Arranging for matters portaining to moetings, such as ushers, audition monitors, maintenance of time schodule at moetings, etc.
- 6. Preparation of proceedings of meetings to be sent with important reports and papers to A.L.A. headquarters.
- Reporting of news and action to the A.L.A. Public Relations Assistant.
- 8. Arranging by the chairman for an executive meeting of newly elected group officers during or immediately following the Conference, if possible, and informing all persons of election to office, by the Secretary immediately after election.
- 9. Providing, by the continuing officer, the newly appointed Chairman with a copy of the Constitution, By-Laws, list of members, and such other documents as are needed in understanding the purposes and policies of the group.

The Following Recommendations Were Made by Vote of the Group Which Met

a Few Years Ago and Have Been Revised from Time to Time

1. TIME LIMIT

- (a) That there be fewer papers and addresses on the general and divisional programs.
- (b) That programs in no case should exceed two hours and a half.
- (c) That all programs start on time, and that there be an announcement on the printed program to that effect.
- (d) That the time schedule be arranged for the entire program with proper minimum contingent allowance for changing speakers and for discussion.
- (e) That the speakers be informed as to time limit.
- (f) That the time limit be rigidly enforced as far as A.L.A. speakers are concerned.
- (g) That the presiding officer be held definitely responsible for maintenance of the schedule.

2. DISCUSSIONS, PAPERS AND ADDRESSES

- (a) That the division and round table meetings should provide for a maximum of discussion and a minimum of formal papers and addresses.
- (b) That so far as possible presentation of addresses be confined to persons who will be present at the meeting.
- (c) That speakers, if requested to prepare papers, do so a month in advance and that the chairmen name persons to lead the discussion and furnish those persons with copies of the papers.

3. ACCUSTICS

- (a) That in large uncrowded rooms people be excluded from distant seats by a rope shutting off the back part of the room, or by other means.
- (b) That audition monitors be stationed in the rear of the room to signal the speaker when he is not being heard.
- (c) That speakers stand at the front of the room and face the audience.
- (d) That presiding officers announce that speakers who cannot be heard shall give their papers to someone who will read for them.
- (e) That, if feasible, people be permitted to be seated only between addresses.

4. CONTINUITY OF ADMINISTRATION OF DIVISIONS, SECTIONS AND GROUP AFFAIRS

(a) That every division and round table should provide for some sort of continuity in the administration of its affairs.

DISCUSSION METHODS

- Bowman, Le Roy C. How to lead discussion. New York, The Woman's Press, 1934. 3lp.
- Fansler, Thomas. Effective group discussion: a guide for group members. Department of Research, Division of General Education, New York University, 1937. (Adult study outlines no. 2). 22p.
- Teaching adults by discussion. Service Bureau for Adult Education,

 Division of General Education, New York University, 1938. 39p..
- Garland, J. V. and Phillips, Charles F. Discussion methods, explained and illustrated. H.W.Wilson, 2d ed. rev., 1940. (The reference shelf v. 12, no. 2). 378p.
- Judson, Lyman and Judson, Ellen. Modern group discussion, public and private. H. W. Wilson, 1937. (The reference shelf, v. 11, no. 6). 198p.
- McBurney, James H. and Hance, Kenneth G. Principles and methods of discussion. Harper, 1939. 452p.
- Sheffield, A. D. Creative discussion. Association Press, 3d ed., 1933.
- Walser, Frank. The art of conference. Harper, 1933. 305p.
- What is the discussion leader's job? Extension Service, U. S. Department of Agriculture, October 1937. (Discussion pamphlet D-3). 22p.
- Wileden, A. F. and Ewbank, H. L. How to conduct group discussion.
 University of Wisconsin, College of Agriculture Extension Service
 Circular 276, 1935. 64p.

MILWAUKEE CONFERENCE June 22-27, 1942

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Sunday, June 21		Executive Board	Executive Board
Monday June 22	Council		First General Session
Tuesday June 23	Second General Session	·	
Wednesday June 24		Free Period	Library School and other dinners Free Period
Thursday June 25	Third General Session		
Friday June 26	Coun cil		Fourth General Session
Saturday June 27	Executive Board	Executive Board	



EXECUTIVE OFFICES: \$20 NORTH MICHIGAN AVENUE, CHICAGO

February 18, 1942

To Presidents and Chairmen of Groups Meeting at the Milwaukee Conference, June 22-27, 1942:

Two copies of the tentative schedule of meetings for the Milwaukee Conference are enclosed. The schedule has been worked up in accord with the wishes of the various groups as conditions have permitted.

Because of the number of meetings, it has not, of course, been possible to avoid conflicts. In accordance with the instructions of the Program Committee, meetings have not been scheduled at the same time as the General Sessions.

Please approve the assignment of your meeting or meetings, or indicate what changes you wish on one copy of the schedule and return it to us by March 6, so that necessary revisions may be made. Officers who have not sent in information about the meetings of their groups are requested to do so at once.

We hope, also, to receive from you by March 31 a complete program for inclusion in the May "Bulletin" following the style in the May, 1941 "Bulletin."

A copy of this conference letter is being sent to the secretary of your group if there is one.

Sincerely yours.

Marion a. Milezewski (Mr.) Marion A. Milezewski

Assistant to the Executive Secretary

MAM/ms Enclosure JN 9984 A

MILWAUKEE CONFERENCE June 22-27, 1942

	Morning 10:00-12:00	Afternoon 2:30-5:00	Evening 8:00
Sunday June 21	*Postwar Planning	*Executive Board	*Editorial Committee *Executive Board
Monday June 22	COUNCIL	Archives and Libraries A.C.R.L.: Agricultural Libraries Section *Divisional Relations *International Relations League of Library Commissions Section Wisconsin Library Assn.(luncheon 12:30; meeting 2:30) Young People's Reading Round Table	FIRST GENERAL SESSION New Members Dinner
Tuesday June 23	SECOND GENERAL SESSION County and Regional Ls. Section (Breakfast) League of Library Commissions (Breakfast) University Extension R.T. (Breakfast)	Archives and Librarios County and Regional Libraries Section *Library Architecture and Building Plan- ning *Library Cooperation with Latin America *Library Unions R.T. Library Wk. with Child- ren, Sect. for: New- bery Meeting Professional Training R.T.	Library Ext. Bd. and Library Ext. Div., jt. Library Work with Children - Award Dinner Serials Round Table
Wednesday June 24	*Aid to Libraries in War Areas Children and Young People, Div. of Ls. for *Divisional Relations Hospital Ls. R.T. (Breakfast & Bus.) *Iowa L. Assn.(Breakfast Library Extension Div.	Library Ext. Div. & Library Ext. Bd. (luncheon) Free Period	Library School Dinners and other dinners Free Period

	Morning 10:00-12:00	Afternoon 2:30-5:00	Evening 8:00
Thursday June 25	THIRD GENERAL SESSION	Adult Education R.T. *Aid to Libraries in War Areas Branch Librarians R.T. (Luncheon 12:30) Mespital Libraries R.T. Library Cooperation with Latin America Library Unions R.T. *Public Relations Young People's Reading R.T. (Luncheon) *Young People's Reading R.T. business meeting	*A.R.L. Dinner Library Unions R.T. Open House Public Relations Small Libraries R.T.
Friday June 26	COUNCIL	Children and Young People, Div. of Li- braries for: General Serials Round Table Small Libraries R.T.	FOURTH GENERAL SESSION
Saturday June 27	*Executive Board	*Executive Board	

March 4, 1942

Mr. Marion L. Milesewski. Assistant to the Executive Secretary American Library Association 520 North Michigan Ave. Chicago, Illinois

Dear Mr. Miloseveki:

The president of the National Association of State Libraries writes me that there is to be a joint session of N.A.R.L. and the Law Librarians on Monday afternoon, June 22. We are both anxious to avoid a conflict. You have the Archives and Libraries Committee down for a session on Monday afternoon. Would it be possible to change this to Wednesday morning as there is to be an all day trip to Madison on Thursday by the Mational Association of State Libraries. We do not wish the Archives and Libraries to be scheduled later than Wednesday morning. If you cannot exchange Monday afternoon time for Wednesday morning, leave it as you have it scheduled.

Sincerely,

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EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

March 5, 1942

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton

Thank you for your letter of March 4 regarding the meeting of the Archives and Libraries Committee. In compliance with your request we are changing the time of the meeting from Monday, June 22, at 2:30 P.M. to Wednesday, June 24, at 10:00 A.M.

Very truly yours,

Marion A. Milezuw (Mr.) Marion A. Milezewski

Assistant to the Executive Secretary

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EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

SIXTY-FOURTH ANNUAL CONFERENCE, MILWAUKEE, WIS., JUNE 22 - 27, 1942

March 21, 1942

To all groups planning meal functions during the Milwaukee Conference:

Mr. Milton A. Drescher, Chief of the Science and Industry Department at the Milwaukee Public Library, who is in charge of all local arrangements for meeting space, has established a list of available space for group meetings. Requests for breakfast, luncheon, tea, or dinner meetings, stating the number of people expected and the price range you care to consider, should be sent directly to Mr. Drescher who will then refer your requests to the hotel or restaurant which can offer the necessary accommodations. Sample menus for your selection will then be sent to you directly by the hotel or restaurant.

If your group has a direct contact with some Milwaukee hotel, restaurant, or club, which you may prefer to utilize, please make sure that copies of confirmatory correspondence are sent to Mr. Drescher for his records as soon as a final arrangement has been made.

If you will let us know on or before April 15th where your meeting is to be held, the information will be included in the official program.

Sincerely yours,

Mr. Marion A. Milezewski

Assistant to the Executive Secretary

MAM/ms JN 10044 A



EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

SIXTY-FOURTH ANNUAL CONFERENCE, MILWAUKEE, WIS., JUNE 22 - 27, 1942

March 21, 1942

To Presidents, Chairmen and Secretaries of groups meeting at the Milwaukee Conference, June 22-27, 1942:

Because of the number of changes and additions in the tentative schedule of meetings sent to you February 18, it has been thought best to send you the attached revision.

I should like to remind you that March 31 is the deadline for program material to be included in the May "A.L.A. Bulletin," and that corrections and additions for the printed program distributed at the Conference cannot be accepted after May 10.

Sincerely yours,

Marien a. Wilczewski

(Mr.) Marion A. Milozewska Assistant to the Executive Secretary

MAM/ms Enclosure JN 10043

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MILWAUKEE CONFERENCE June 22-27, 1942 Tentative Schedule

*Indicates Closed Meetings

	Morning 10:00-12:00	Afternoon 2:30-5:00	Evening 8:30
Sunday June 21	*Budgets, Compensation and Schemes of Ser- vice, Subcom. on *Postwar Planning Com.	*Budgets, Compensation and Schemes of Ser- vice, Subcom. on *Executive Board	*Assn. American Library Schools (dinner,6:00) *Budgets, Compensation and Schemes of Ser- vice, Subcom. on *Editorial Committee *Executive Board
Monday June 22	American Assn. Law Libraries COUNCIL	Art Reference R.T. (meeting 2:30; tea) A.C.R.L.: Agricultural Libraries Section *Board of Education for Librarianship *Cataloging and Classi- fication, Div. of: Board of Directors Children and Young People, Div. of Ls. for: Section for L. Work with Children, (tea) Children and Young People, Div. of Ls. for: Young People's Reading Round Table *Divisional Relations *Foderal Relations International Relations Junior Members R.T. Open House(4:00-6:00) Library Extension Div: League of Library Commissions Section Natl. Assn. State Li- braries, joint with A.A.L.L. Photographic Reproductions of Library Matorials Wisconsin Library Assn. (Luncheon 12:30; meeting, 2:30)	

	Morning 10:00-12:00	Afternoon 2:30-5:00	Evening 8:30
Tuesday June 23	SECOND GENERAL SESSION American Assn. Law Ls. Library Extension Div.: County and Regional Ls. Section(Breakfast) League of Library Commissions (Breakfast) University Library Extension Service R.T. (breakfast) Staff Organizations R.T. (Clinic 8:30-9:30)	_	A.C.R.L.: General Blind, Work with the Catholic Library Assn., Executive Council with Local Committee (Dinner) Children and Young People, Div. of Ls. for: Section for Library Work with Children (Award Dinner) Library Extension Board and Library Extension Division, joint. National Assn. of State Libraries and American Assn. Law Ls., (dinner) Progressive Lns. R.T *Refugee Librarians Serials R.T. Theatre L. Assn.
Wednesday June 24	*Aid to Libraries in War Areas A.A.L.L. Archives and Libraries Art Reference R.T.: Public College, Museum & Special Art Ls. Smaller Public A.C.R.L.: University Libraries Section	A.A.L.L. (2:00) Catholic Library Assn.: 1st General Session (2:00) Junior Members R.T. (Open House 4:00-6:00) Library Ext.Bd. and Officers of L. Ext. Div. (Luncheon) *Library Ext. Board *Service Ratings, Subcom.	Library School Dinners and Other Dinners *Salaries, Staff and Tenure, Ed. on Trustees Dinner (6:30 FREE PERIOD

.

	Morning 10:00-12:00	Afternoon 2:30-5:00	Evening 8:30
Wednesday June 24	A.C.R.L.: Libraries of Teacher-Training In-	Trustoes	
(cont.)	stitutions *Board of Education for Librarianship Catholic Library Assn.: Opening High Mass (9:30) Children and Young People, Div. of Ls. for: Section for Library Work with Children Civil Service, Subcom. *Divisional Relations Hospital Ls. R. T. (Breakfast and business) *Iowa Library Assn. (Breakfast) *Junior Members R.T. (Business) *Library Extension Div. Natl. Assn. of State Ls. (Business meeting and roll call of the States) Order and Book Selection R.T. (Clinio 8:30-9:30) *Trustees Work with Teachers and School Administrators (breakfast & discussion)	FREE PERIOD	
Thursday June 25	THIRD GENERAL SESSION A.C.R.L.: Junior College Ls. (Breakfast and R.T. discussion 8:15) Catholic Library Assn.: Elementary Sch. R.T. College Ls. R.T. (9:30) Staff Organizations R.T (Clinic 8:30-9:30)	Branch Librarians R.T. (Luncheon 12:30; meet- ing, 2:30)	*Adult Education Bd. *A.R.L. Dinner Budgets, Compensation and Schemes of Service Junior Members R.T. (Dinner) Library Administration Com. Library Buildings R.T. Library Unions R.T. Open House

	Closed Meeting Morning 10:00-12:00	Afternoon 2:30-5:00	Evoning 8:30	
Thursday June 25 (cont.)		Catholic Library Assn.: High School R.T. Seminary L. R.T. Children and Young People, Div. of Ls. for: Young People's Reading R.T.(lunchcon) Children and Young Poople, Div. of Ls. for: Young People's Reading R.T.(business) *Friends of Libraries Hospital Libraries R.T. Junior Membors R.T. Open House (4:00-6:00) Latin America, L. Coop. with Library Equipment and Appliances Library Unions R.T. *Public Relations Service Ratings, Subcom.	Public Documents Public Relations Small Ls. R.T.	
Friday June 26	Catholic Library Assn.: Cataloging and Class- ification R. T. Library Service to Catholic Readers R.T. Children and Young People, Div. of Ls. for: Business COUNCIL Progressive Librarians Council (Breakfast) *Public Relations	Bookbinding Committee Cataloging and Classi- fication, Div. of Catholic Library Assn.: 2nd General Session (2:00) Children and Young People, Div. of Ls. for: General Music Library Assn: Mid-west Chapter Religious Books R.T. *Salaries, Staff and Tenure, Bd. on Serials Round Table Small Libraries R.T. *Staff Organizations R.T.	FOURTH GENERAL SESSIO	
Saturday	*Budgets, Compensation and Schemes of Ser- vice, Subcom. on *Cataloging and Classi- fication, Div. of: Bd. of Directors *Executive Board Music Library Assn.	*Executive Board *Budgets. Compensation and Schemes of Ser- vice, Subcom. on	*Budgets, Compensation and Schemes of Ser- vice, Subcom. on	

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Mr. Marion A. Milosewski Assistant to the Executive Secretary American Library Association 520 North Michigan Ave. Chicago, Illinois

Dear Mr. Milosewski:

The program for the Committee on Archives and Libraries is not complete but I will give you the speakers so far as I have arrangements for them:

> Tuesday, June 23, 2:30 P.M - Archives and Libraries, Miss Margaret C. Norton, Archivist, Illinois State Library, Chairman Speakers - Mr. O. H. Hunyon, Bradner Smith Paper Company, Chicago, on "What the Manuscript Curator and Archivist Should Know About Paper". Other speakers to be announced later.

Wednesday, June 24, 10:00 A.M. - Joint Meeting
Mational Association of State Libraries and
A.L.A. Committee on Archives and Libraries,
Miss Margaret C. Morton, Archivist, Illinois
State Library, Chairman
Speakers - Mr. Collas G. Harris of the Mational
Archives, on *Protection of Archives against
Hazards of War*.

Mr. Mareus Price of the Mational Archives on
*Effect of Bules of Evidence on Methods of
daring for Archives*.

Mr. A. O. Boniface, Secretary, Safe Manufacturers'
Mational Association, on *Research on the Care
of Records by Commercial Organizations!

The meetings of the Mational Association of State Libraries are to be held at the Pfister Hotel. You may assign a meeting room for the second program as you see fit.

Sincerely,

					- 6
CC:	Mr.	Dennis	A,	Dooley	
				Glasier	

MATERIA METERS

Archivist

CHICAGO

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March 26, 1942

Mr. Demmis A. Dooley Massachusetts State Library Beston, Massachusetts

Dear Mr. Dooley

I am assuming from the program of the Committee on Archives and Libraries which I have just received that the business meeting and roll call of the States of the Maticaal Association of State Libraries scheduled for Wednesday, June 24, at 10:00 a.m. is to be changed to a joint meeting with the Committee on Archives and Libraries.

Please let me know whether this information is correct or not.

Sincerely yours,

(Mr.) Marion A. Milcsewski Assistant to the Executive Secretary

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cos Miss Borton

CHICAGO

March 27, 1942

Hr. Dennis A. Deoley State Librarian 341 State House Boston, Massachusetts

My duar Mr. Dooley

In Mr. Miloseyski's absence I should like to anknowledge your letter of March 25 with the revised copy of the program of the Mational Association of State Edbraries. We have noted that the business meeting and rell call of the states is to be changed from Wednesday morning to Wednesday afternoon and that the joint meeting with the Committee on Archives and Edbraries is to be held on Wednesday at 10:00 a.m.

Yery truly yours,

Mathilda Schirmer Secretary to Mr. Milosewski

MS es: Miss Norton March 31, 1942

Mr. Marion A. <u>Milesowski</u>
Assistant to the Expentive Secretary
American Library Association
520 North Michigan Ave.
Chicago, Illinois

Pear Mr. Milescocki:

Ainse writing to you on March 26 I have had a letter from Mr. A. O. Beniface, listed as one of the speakers for the Weinseday meeting of the A.L.A. Committee on Archives and Libraries. Mr. Beniface will not be able to participate in the program. If this has not gone to press, please out his name. It is possible that I may substitute Mr. Rangum for Mr. Beniface and emit the Tupoday meeting. Approgrammts for this meeting have not been completed, however, so please keep the Tupoday program as schooled for the present.

Managely.

oot Miss Regard Nr. Pooler THE STORY OF



EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

April 1, 1942

Miss Margaret ³. Norton Archivist Illinois State ^Library Springfield, Illinois

Dear Miss Norton

I am glad to have your letter of March 31 indicating the change in the program for the Wednesday meeting of the Committee on Archives and Libraries. We are revising your program in accordance with your letter. Both meetings are still scheduled for the Committee and will be until we hear further from you.

Sincerely yours,

Marion 4. Milczewski

Assistant to the Executive Secretary

mam/ms

April 29, 1942

Mr. Marion L. Milesewski Assistant to the EXSULTY Secretary American Library Association 520 North Michigan Ave. Chicago, Illinois

Dear Mr. Milozewski:

It is impossible for me to give you a statement concerning the program of the Committee on Archives and Libraries in time for publication in the A.L.A. bulletim. On account of the war situation most of the persons who promised me some months ago to participate in the program have had to cancel their engagements. I have still to hear definitely from one member of the Mational Archives staff. My failure to hear from him makes me think he probably will not be able to take part. I am trying to substitute other speakers but have small prospect of being able to do so. Unless I can fill in the program within the next two weeks I think it would be best for the Committee on Archives and Libraries to forego a session at the Milwaukee conference. Practically all archivists are too busy with war responsibilities to attend or be interested in the meeting. You may definitely eansel our Wednesday program. I will let you know as early as possible whether or not also to cancel the program scheduled for Tuesday.

I have talked with a number of librarians within the last few weeks and all have expressed doubt as to the advisability of their attempting to attend the meeting. Personally I think it would be better for A.L.A. to cancel plans for a conference at this time.

Sincerely,

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MCM: MEB

Mr. Marion L. Milesewski American Library Association 520 North Michigan Avenue Chicago, Illinois

Dear Mr. Milosewski:

Since writing to you yesterday, two more persons who had promised to be on the pregram for the Committee on Archives and Libraries have requested that I excuse them. I had an excellent program worked out and I had promises for papers for two sessions. All of these people are now too actively engaged in war work to prepare addresses.

Under the circumstances, I think it would be better to cancel both seseions scheduled for the Committee. I am not willing to put en an inferior program which is what would happen if I tried at this late date to get speakers.

Sincerely,

Margaret C. Morton, Archivist

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EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

May 1, 1942

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton

I am sorry to have your letters of April 29 and 30 regarding the program of the Committee on Archives and Libraries. It is too bad to see such a good program melt away.

Following your wishes, we are cancelling the two meetings scheduled for the Committee. Unfortunately it is too late to delete the program from the May "A.L.A. Bulletin" which has already been printed. However, a note will appear in the June "Bulletin" about the cancellation.

Sincerely yours,

(Mr.) Marion A. Milczewski

Assistant to the Executive Secretary

MAM/ms

May 5, 1942

Mr. Marion A. Milosevski.
Assistant to the Executive Secretary
American Library Association
520 North Michigan Ave.
Chicago, Illinois

Dear Mr. Milesewski:

I am exercising a woman's privilege of changing her mind. Since writing you that it would be necessary to cancel the program for the Committee on Archives and Libraries, I have had a letter from Mr. Collas G. Harris from the Mational Archives saying that he will be able to present the paper on archives and war which I had asked him to give some months ago and which I was under the impression he would not be able to prepare. This paper is of such great importance and interest that I feel I should make an attempt to include it in the program. Consequently, I am endeavoring to fill in the program. If I cannot get another paper as I hope to do, I am sure we can work in Mr. Harris's paper in some other program. Probably there have been other cancellations just as embarrassing to program makers as my oun have been. I will let you know just as soon as possible what my plans are.

Sincerely,

MON: MER

Archivist



EXECUTIVE OFFICES: 520 NORTH MICHIGAN AVENUE, CHICAGO

May 6, 1942

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton

I am glad to have your letter of May 5 regarding the possibility of holding the meeting of the Committee on Archives and Libraries. I am especially glad to know that Mr. Harris will be able to present his paper. He has been doing a splendid job as Executive Officer of the Committee on Conservation of Cultural Resources. I shall be looking forward to hearing what your final plans are.

Sincerely yours,

Marion A. Milczewski

Assistant to the Executive Secretary

MAM/ms

Charge to the account of AM ORIGAN LIBRARY ASSOCIATION. 520 NO. TH MICHIGAN AVE. CLASS OF SERVICE DESIRED DOMESTIC CABLE ORDINARY TELEGRAM URGENT FETTER DEFERRED SE DIAI NIGHT FTTER SHIP should check class of service otherwise the message will

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R. B. WHITE PRESIDENT

NEWCOMB CARLTON CHAIRMAN OF THE BOARD

J. C. WILLEVER FIRST VICE-PRESIDENT ACCOUNTING INFORMATION TIME FILED

CHECK

Sand the following telegram, subject to the terms on back hereof, which are hereby agreed to

AAY 21, 1942

MISS MALGERST C. NOUTON ARCHIVIST ILLIGIS STATE LIBRARY SP UNGFILDD, ILLINOIS

> FINAL CONFERENCE PROGRAM DOES NOT INCLUDE ARCHIVES AND LIBRARIES. ARE YOU LANNING MEETING.

> > M. A. MILCZEWSKI

MAN/RS

May 21, 1942

Mr. Marion A. Milosewski Assistant to the Executive Secretary American Library Association 520 North Michigan Ave., Chicago, Illinois

Dear Mr. Milosewski:

The program for the joint session of the Hational Association of State Libraries and A.L.A. Committee on Archives and Libraries for Tuesday afternoon will be as follows:

Margaret C. Morton, Illinois State Library, Chairman.

Mr. Sargent B. Child, National Director, Historical Records Survey, Work Projects Administration, Washington, D.C., Report on the Historical Records Survey.

Mr. Collas G. Harris, Chairman, Executive Committee, Committee on Conservation of Cultural Resources, The Mational Archives, Washington, D. C., "Archives and the War"

Disquesion.

Sincerely.

 Archivist

FOR INFORMATION

Olga M. Peterson Public Selations Assistant

ds no-Miss Sorton

01.1.01

June 8, 1942

Mr. Collas G. Harris Executive Officer The National Archives Washington, D. G.

Dear Mr. Harris

Thank you for the copy of your speech, "Archives and the War," which you wil: deliver at the annual conference of the American Library Association in Milwaukee.

In the accompanyin. letter you state that you will speak on June 24. The program for the conference has your remarks scheduled for Twesday afternoon, June 25, at 2:50 P.M. He are sending a copy of this letter to Miss Margaret C. Norton, chairman of the Archives and bibraries Committee, Illinois State Library, opringfield, who is in charge of the program.

Sincerely yours

Olga M. Peterson Public Relations Assistant

ds cc-Miss Morton April 10, 1942

Mr. Herous V. <u>Priso</u> Aspistant Director of Archivel Service The Maticinal Archives Washington, D. C.

Dear Mr. Primes

This is to remind you of your promise to address the A.L.A. Committee on Archives and Libraries at the A.L.A. convention in Milwaukee in June. Our countitee is holding a joint meeting with the Entional Association of State Libraries, Tuesday afternoon, June 23. I would appreciate it if you would send the exact title of your paper for printing in the program.

Sincerely.

MUM A MED

ATTOM THE



The National Archibes

Mashington, D. C.

April 25, 1942

Miss Parkeret C. Morton, Chairman Committee on Archives and Libraries American Library Ausociation Springfield, Illinois

Detr Mass Norton:

your appreciated invitation to present a paper at the June 194k meeting of the American Library Association, conditions have channed very much for me. The var has added materials to may vorking hours and I am attendir, lectures at George mashing ton Thiversity three mights a week. The result has been that up to the present time I have been unable to do a particle of the research work necessary for the presentation of the promised paper. I can see no likelihood that my present very—heavy work load will be lightened; on the contrary, I suspect that it will be increased. In view of these facts, I just don't see when I am point to find the time to present a paper that would be worthy of presentation at your annual meeting; therefore, I will appreciate it if you will release me from my promise to present a paper at the meeting in Milwaukee.

I regret very much having to make this request and I hope that at some future time, when the war is over, you will give me another opportunity to present a paper at an annual meeting of the American Library Association.

I hope you will not deer it presumptuous of me if I surpost that Professor Francis S. Philbrick or Dr. Richard Morris. both of whom served on the committee on uniform state archival legislation of the Society of American Archivists, could present an excellent paper on the subject given me by you.

Sincerel

Marcus N. Price

12.20 April 28, 1942 Mr. Marous W. Price The National Archives Washington, D. C. Dear Mr. Price: Your inability to prepare the paper on the legal aspect of archives at this time is perfectly understood. I wish to speak for such a paper for the meeting next year. I appreciate your suggestion that Dr. Philbrick or Dr. Morris might write such a paper but I still think you would have the exact slant which I want on it and at present I do not intend to ask either of these gentlemen to give such a paper.

I have just finished reviewing the Manual for Government Officials which the Mational Archives has just issued, which review is to be published in the Library Journal. I strongly suspect that you were the author of this because it has a definite legal touch. If so, this quite confirms my desire to hear a paper on the subject of legal aspects of archives from you. Personally, I think it might be better if all conventions were cancelled because I think everyone is really either too busy or too much precocupied mentally to prepare papers or to listen to them with patience.

Sincerely,

on: MEB	Archivis



The National Archives

Washington, A. C.

a.1.a

May 4, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Your willingness to release me from my promise to present a paper on the legal aspect of archives at the annual meeting of the American Library Association this year is much appreciated as is your request that I present the paper at the 1943 meeting. I shall be very glad, indeed, to do so.

"The Manual of Information about The National Archives for Government Officials" was prepared at the request of an inter-departmental group which had been set up by the Civil Service Commission to determine what methods should be adopted to inform officials of emergency agencies what services officials of other Government agencies are prepared to furnish them and how these services may be obtained. I represented The National Archives on this group. The manual was prepared by Mr. Herbert Angel, Assistant to the Archivist, to whom should go any credit to which The National Archives may be entitled. I conferred with Mr. Angel in this matter, as did other members of the staff, but I deserve no credit for its preparation.

Sincerely,

Marcus W. Price

NATIONAL ASSOCIATION OF STATE LIBRARIES

FOUNDED 1889

REORGANIZED 1898



WYOMING STATE LIBRARY CHEYENNE, WYOMING July 2. 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

In answer to your request of June 29th, I am enclosing the copy of Mr. Harris's paper which you gave us for publication in the proceedings of the National Association of State Libraries. Since I have not had time to have a copy of it made, we shall appreciate its return as soon as possible.

Sincerely yours,

(MRS.) GLADYS F. RILEY, Secy-Treas. NATIONAL ASSOCIATION OF STATE LIBRARIES

GFR:blm Enc. (1) July 7, 1942

Mrs. Gladys P. Riley, Secy-Treas. Mational Association of State Libraries Tyoning State Library Cheyenne, Timing

Boor Mrs. Miley:

Releast is your copy of Mr. Herris's paper. Thank you very much for the loan of it. I did not realize when I sant it to you that I was going to have to have it myself. It was goed to have seen you briefly at A.L.A. the we did not have a change for a visit.

With boot wishes, I am

Sincerely,

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NATIONAL ASSOCIATION OF STATE LIBRARIES

FOUNDED 1889



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WYOMING STATE LIBRARY CHEYENNE, WYOMING July 10, 1942

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you for returning so promptly Mr. Harris's paper.

A friend of yours, Dr. Herbert O. Brayer, who is now Archivist for the Denver & Rio Grande Western Railroad at Denver, formerly of New Mexico, was in this morning with a Dr. Smith from Canada. We are going to do some research for him, and much to our delight, he is contributing a valuable article for publication in our historical magazine, THE ANNALS OF WYOMING. It was a pleasure to meet him and learn that he is going to give us so much valuable assistance.

He made some very complimentary remarks about your outstanding work in behalf of archives.

I always look forward to seeing you at the annual conventions, but was disappointed at not having an opportunity for a good talk this time. Three associations meeting at one time seemed to me a little too much - too many meetings at one time; on several occasions I wished I was triplets!

With good wishes to yourself and Mother, I am,

Sincerely.

(MRS.) GLADYS F. RILEY, Secretary-Treasurer NATIONAL ASSOCIATION OF STATE LIBRARIES

GFR:blm

March 31, 1942

Mr. O. H. Banyan. Bradner Smith Paper Co. 353 So. Des Plaines St. Chicago, Illinois

Dear Mr. Benyant

The American Library Association is calling for the names of our speakers for the convention in June. Have you found any one yet to go on the program with you. I am anxious to get this matter cleared up as soon as possible.

Sincerely.

MON & MES

AND DEVICE

272

June 16, 1942

Mr. O. H. Runyon Bradner Smith Paper Co. 533 So. Des Plaines St. Chicago, Illinois

Dear Mr. Runyon:

I owe you a word of explanation as to how it happens that we are having part of the program for the Committee on Archives and Libraries altho I told you I had cancelled the entire program. Sometime after you were in, Mr. Collas G. Harris notified me that he would be able to attend the conference after all and to give his paper. The program had already gone to the printer at that time. I also found that Mr. Child, the Mational Director of the Historical Records Survey, was willing to give a final report on his project. Through the courtesy of the Mational Association of State Libraries I was able to work these two papers into the program as a joint session. Since you had indicated to me that you were relieved at being excused from taking part in the program I did not again press you to give your paper. I definitely will speak for such a paper for next year's program. Mr. Hughes, I understand, will attend the meeting. When I found that but I was particularly sorry that you had had to cancel your paper for Mr. Rughes would have enjoyed sitting on the sidelines and watching you perform.

Sincerely,

MCN; MEB Archivist

772

O. H. RUNYAN CHICAGO

Miss Margaret Norton: Archives Building, Springfield, Illinois. July 18, 1942.

Dear Miss Norton:

Your letter about the Archives and Library Program was received several days ago. I hope that everything went along so good that you felt somewhat repaid for all the effort you put into it. You were somewhat disappointed at the outlook the last time we talked about it. As it turned out I could have been there but it was so uncertain at the time that it was not safe to promise and thank you for excusing me, promising if at all possible to comply with your request next time.

This letter is really written to relieve your sorriness expressed in the last paragraph of your letter about the Secretary "would have enjoyed sitting on the side lines and watching you perform. " I have been most reliably informed that he was so relieved in escaping such an ordeal that his whole trip was more pleasant.

Thanks for your letter and hope to be of service to the whole Library Department.

Yours truly,

THE LIBRARY JOURNAL 62 West 45th Street New York

R. R. BOWKER CO. Publishers

March 26, 1942.

Miss Margaret C. Norton, Archivist, State Library, Springfield, Ill.

My dear Miss Norton:

A copy of the recent publication entitled <u>Manual of Information about the National Archives for Government Officials</u>, issued by the National Archives of the United States, has come to my desk and, aware of your interest in this subject, I am writing to ask if you would care to review it for us. Reviews run between 500 and 1,000 words in length, depending upon the book itself and the reviewer's interest in it. The book is, of course, retained by the reviewer as a token of our appreciation.

May I hear from you in the near future as to whether or not you are interested and have the time to review this book for us within the next month or so.

Sincerely yours,

- Bertine E. Waston,

Bertine E. Weston Editor

BEW:W

April 6, 1942

Hiss Bertine E. Weston Editor The Library Journal 62 West 45th Street New York, H. Y.

Door Mies Weston:

I will be very glad to review the Manual of Information about the Matienal Archives for Government officials. I will get this review to you as soon as possible.

Sincerely,

MON: MEB

Archivies.

April 23, 1942

Miss Bertine E. Weston Editor The Library Journal 62 West 45th Street New York, M. Y.

Dear Miss Westons

Enclosed are two copies of my review of the Manual of Information about the Mational Archives for Government Cfficials which you asked me to prepare for the Library Journal. I would appreciate having you send a copy of this review when published to Dr. Solem J. Buck, Archivist of the United States, The Mational Archives, Washington, B. G.

Sincerely.

MCH; MEB Enc. Archivios

THE LIBRARY JOURNAL 62 West 45th Street New York

R. R. BOWKER CO. Publishers

May 11, 1942

Miss Margaret C. Norton, Illinois ptate Library, Springfield, Ill.

My dear Miss Norton:

This year we again are urging the various groups of the annual A. L. A. Conference to send in reports of the significant aspects of their section's accomplishments or proposals for the future; a close summary awaiting the appearance of the full text in the Proceedings.

May we, therefore, urge you to send us, after the Conference closes, a brief report (300 words) of what you believe were the significant aspects of your section's accomplishments. This should include all resolutions, new trends of purpose, changes in organization, new officers elected, etc., but with no attempt to summarize the papers presented (already listed by title in the tentative program). Please arrange to have your report on my desk not later than August 15, the final date on which you can be sure of your part being included in the picture of the vital results of the entire meeting in the September 1 issue of THE LIBRARY JOURNAL.

Copies of this letter go to each chairman and secretary of a section, round table, substation, or committee. Please arrange for a brief report to arrive in time for inclusion; if you will be away on vacation, send your report before you leave. Be sure and limit your report to the required number of words or less, keeping in mind the present limitation of space and paper demanded by war economy.

With hearty thanks for your co-operation,

Sincerely your,

Bertine E. Weston Editor

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BEW: P

June 29, 1942

Miss Bertine E. Weston Editor The Library Journal 62 West 48th St. New York, N. Y.

Dear Miss Weston:

The Committee on Archives and Libraries held only one session at the recent conference of the American Library Association. This session was a joint meeting with the Mational Association of State Libraries. I assume that Mrs. Gladys Riley, the Secretary, will send you a report on this meeting in connection with her own report. Since the work of the Committee on Archives and Libraries consists in presenting a program each year before the American Library Association, which program is intended to coordinate the mutual interests of archivists and librarians, the counittee has no report to make except upon the actual meetings held. No resolutions were passed at our meeting and no new trends or purposes or changes in organisation are to be reported upon. I think, therefore, you need only report for this conference the fact that we held the joint meeting as explained above.

Sincerely,

MIN'S MED

Lyohlvist

PROGRAM OF THE 45TH ANNUAL MEETING N. A. S. L. Pfister Hotel, Milwankee, Wiscensin June 23-24, 1942

MONDAY, June 22

- 2:30 P. M. Joint Session H.A.S.L. and A.A.L.L.: Dennis A. Deeley, Librarian, Massachusetts State Library, presiding.
 - Panel Discussion on Sources of Administrative Law Materials and Methods of Cataloging These Materials: Miles O. Price, Librarian, Columbia University Law Library, Leader of Discussion.
 - Inter-Library Leans and New Methods of Conducting Library Exchanges: Alfred Docker Keater, Director, State Library and Masoum, Marrisburg, Pennsylvania, Leader of Discussion.

TUBSDAY, June 23

7:30 P. M. Joint Banquet N.A.S.L. and A.A.L.L.: Ocear C. Orman, Director of Libraries, Washington University, Teastmaster.

Greetings: Donnis A. Dooley, President N.A.S.L.

Greetings: Sidney B. Hill, President A.A.L.L.

Speakers: M. J. Cleary, President of the Northwestern Mutual Life Insurance Company;

Justice E. T. Fairchild, Wisconsin Supreme Court.

WEDNESDAY, June 24

10:00 A. N. Joint Meeting N.A.S.L. and Archives and Libraries Committee. Niss Margaret C. Norten, Archivist of Illinois, Chairman. Speakers:

> Mr. Collas G. Harris of the Hational Archives, on "Protection of Archives against Hazards of War". Mr. Harous Price of the Hational Archives on "Effect of Rules of Svidence on Methods of caring for Archives".

2:30 P. M. Business Meeting H.A.S.L.
President Denmis A. Deoley presiding.
New business, election of officers, rell call of states.

HISTORICAL RECORDS SURVEY, 1942

Mr. Kenneth Blood
Assistant District Supervisor
Illinois Public Records Project
Rm. 4 - Centennial Building
Springfield, Illinois

Dear Mr. Blood:

I have suggested to Mr. Morris that I would like to have you put in charge of the transfer of the Historical Records Survey inventory material which the Archives Department has promised to house for the VPA for the duration of the Var. This material which is to be shipped from the Chicago Office includes work sheets and editorial notes for Historical Records Survey work which has not yet been published, including Federal, State, County and local government agencies, churches, manuscripts and cemetery data. Also, transcriptions of County Board minutes and any other research material which you may have assumulated; also the card index of County series.

This HRS material must be accurately and completely filed in such a manner that the Archives Department can produce a given document promptly and without having to search through a miscellaneous file. This will require the weeding out of duplicates or material on inventories that have already been published. Work sheets should be included only for un-edited material.

This material should be wrapped in strong paper covered bundles of a size to go into legal size file drawers. The bundles should not exceed five to six inches in thickness and, preferably, should be smaller. They should be tied in such a way that they can be easily opened for reference and then re-tied. They should also be wrapped so that the bundles will stand upright along the length of the paper.

Each bundle must be accurately labeled and each bundle numbered serially. Labels pasted on the top left hand side edge should give a list of the complete contents of the package including the name of the County or other

Mr. Konneth Blood page 2

unit, the offices included in the bundle, and the status of the work on contents, that is, whether this is edited material, original work shoets, etc.

Three sopies of an inventory list of contents of all packages shall accompany the shipment.

This material will be packed in the Chicago office under the immediate supervision and subject to your sole discretion in accordance with my verbal instructions to you as to what shall be shipped. The packages are to be shipped to the Archives Building at the expense of the WPA. Your Springfield office in the Centennial Building is to furnish the labor involved in the transfer through our Receiving Reom and funigating vault to the Archives Vault under your supervision as directed by the Archives Department.

Simeorely,

Margaret C. Norton

Margaret C. Nerten, Archivist

MON a refra

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

OF ILLINOIS

CHAS. P. CASEY

Chicago, Illinois May 7, 1942

Miss Margaret C. Norton Archivist State Archives Building Springfield, Illinois

Dear Miss Norton:

I have been in the Chicago office since Monday, and we have at the present time 15 workers, including 1 supervisor, sorting and classifying County Court Minutes, transcription work verbatim, and digested. I have found the material in a very good condition and will need only a thorough sorting and labeling job.

No doubt, Mr. Morris called on you Wednesday. When I left him at the train Tuesday night, he promised me he would try to visit you Wednesday if he had time after his conference with Miss Rogers. Mr. Morris is very much interested in having this material sent to you for housing in the Archives Building in a condition that meets with your approval.

I have spent most of my time checking on the status of the various counties in respect to state, county and city archives. This morning I spent some time with the Legal Department which has during the past 4 years built up a very thorough index on the various laws, including changes of the Illinois Statutes, especially those relating to County Government. This material will be invaluable to you. After checking with the Legal Department, I found that it has also made all changes in the various legal essays pertaining to all new changes in the laws up to 1942.

All districts have forwarded all of their material to the Chicago office except District 2. This material as you know, is already housed in the archives. All district material will be segregated and the only material which will be forwarded to you will be that outlined in your letter of instructions.

Hamilton, Williamson, and Christian Counties are ready for publication, but will not be published by the Historical Records Survey at this time. I will have these 3 counties segregated from the rest of the material forwarded to you so that we can probably publish sections of these inventories in the Illinois State Library publications. I will take this up with you more thoroughly next week, and also give you a report on my accomplishments while in Chicago this past week.

BUY
UNITED
STATES
SAVINGS
SONDS
AND SUMP

KCB: mf

Kenneth C. Blood
Assistant District Supervisor
War Services Program

Very truly yours

April 28, 1942

Mr. Sargent B. Child, Director Historical Records Burvey Projects Works Project Administration 1734 New York Ave. Washington, D. C.

Dear Mr. Child:

Last year the chairman of the American Library Association committee on archives and libraries asked you to prepare what he called the final report on the Historical Records Survey. Now that this survey has been suspended for the duration of the war I feel we should have a real final report on the subject. I realize that you are doubtless busy transferring to some other phase of W.P.A. or war work but I should like very much to have you give us some sort of a report on final accomplishments and particularly about disposition of unpublished research data collected by the H.R.S. This convention is to be held in Milwaukee, Wisconsin and our progrem will be Tuesday afternoon, June 23. We should like very much to have such a paper but if it is impossible for you to be away from Washington at this time we could arrange to have the paper read for you. As you doubtless know, we in Illinois are very happy to have been able to make arrangements for the transfer of the unpublished material to the State Archives Building, subject to return to the successor of the H.R.S. within two years after the close of the war. I am looking forward to another and what I hope will not be final visit with you at the Milwaukee meeting.

Sincerely,

icn; meb	Archivist

April 30, 1942

Mr. Sargent B. Child-Historical Records Survey Projects Works Project Administration 1754 New York Ave. H.W. Washington, D. C.

Dear Mr. Child:

Recently I wrote to you asking if you could prepare a statement about the closing of the HRB for the duration, to be presented before the joint meeting of the Committee on Archives and Libraries and the National Library Association at the A.L.A. convention in Kilwaukee mext month. Since writing, however, circumstances have arisem which make it necessary to cancel this session. Therefore, I will not be able to use your paper.

I do think, however, that you should publish something of the wort in the American Archivist because everyone is interested in a final report on the accomplishments of the Survey and unfinished business in connection with it.

I shall be interested in keeping in touch with your future career also. I enjoyed working with you very much and I am sorry that the sircumstances, over which I have no control, have made it necessary for me to withdraw from active participation in the Advisory Committee.

Binoerely,

Nargaret C. Norton, Archivist

MCN: min

Sunday. Dran this Norton: figures will be out of date Toluovow and it occurs To me that I might make corrections on a copy and within soud that to the hotel at the last numbe or at least send you the corrected "figures" If they don't arrive, those on the paper will be correct as of yesterday Thank you for your wire - I had lost track of dates with my new work pushing me so hand. I wish I could come on out but it's out of the question. heavy thanks.

Juienly yours Jacquet Bolild

Work Projects Administration Historical Records Survey Sargent B. Child, Director Washington, D. C.

AMERICAN IMPRINTS INVENTORY - FINAL REPORT, MAY 1, 1942

by

Don Farran, Consultant

When the American Imprints Inventory was started as a phase of the Historical Records Survey, Work Projects Administration, in the spring of 1937, two final results were anticipated. The first was to be a file or union catalog of title slips which would represent the holdings of American libraries to the limiting dates for each state in the fields of books, pamphlets, and broadsides printed in the United States. The second was to consist of published check lists drawn from this material, covering the publications of the various states and certain cities, within certain periods.

The master file of title slips has been built up until it now contains, according to a recent count, 14,893,001 typed slips, representing approximately 1,500,000 separate titles printed in the period of American printing to 1877 in all states but Arizona, Utah, Nevada, Idaho, Wyoming, Montana and the Dakotas. Because printing was started later in these states, the limiting date is 1891. Work is continuing in several states in making additions to this file. It has been completed in some states, while in others it has been discontinued.

Under the direction of Mr. Douglas C. McMurtrie, Consultant from the beginning of the Inventory until July 15, 1941, the second phase, that of publication of check lists, was chiefly confined to the editing and issuance of them in the more complex Style A form in the central filing office in Chicago where the editorial staff has been located. The Style A lists, requiring title page line endings and printers' devices and bibliographical notes, require an almost endless amount of research, both in the libraries where the books are located and in the huge file which complements them in the central office.

It has become apparent, on the basis of possible publication of Style A lists by either the central office or the various states, that if the more than a million titles so far harvested from American libraries were to be made available to the public, some more rapid method of issuing the check lists must be found. Two solutions seemed possible: That of abandoning the complex Style A lists and issuing simple Style B lists which would provide the user with all pertinent information on the title of the book and its location, author, printer and date of publication, or of returning the title slips to the state Historical Records Survey projects for issuance of Style A lists of their own titles. The former solution would have speeded up publication to a considerable extent in the central editing office. The latter

would have provided twenty or thirty Style A lists at the end of a year, some of which might have been of questionable quality because of the limitations involved in personnel and the sources for necessary research.

A study of the problem convinced the central office of the Historical Records Survey in Washington that the answer might lie in combining the two solutions, that is, the issuance by the various state projects of their own titles in simplified Style B check lists which at a later time can be refined by them or by interested scholars. To this end, a manual of editing was issued in April 1941, and sent to the various states. In more than twenty states the local staffs gave assurance that such simplified editing was possible and requested that their material be sent from the central files.

The following list, compiled as of May 1, 1942, indicates the check lists published and those in process of publication. Additional copies of those marked with an asterisk, published by the Illinois Work Projects Administration, are held with the main files now in the Wisconsin State Historical Society. The remaining check lists may be obtained from the Work Projects Administration in the state in which they have been published:

- * A PRELIMINARY SHORT-TITLE CHECK LIST OF BOOKS, PAMPHLETS
 AND BROADSIDES PRINTED IN FLORIDA, 1784-1860
- * A SHORT TITLE CHECK LIST OF BOOKS, PAMPHLETS AND BROAD-SIDES PRINTED IN IDAHO. 1839-1890
- * No. 1, A CHECK LIST OF MISSOURI IMPRINTS, 1808-1850
- * No. 2, A CHECK LIST OF MINNESOTA IMPRINTS, 1849-1865
- * No. 3, A CHECK LIST OF ARIZONA IMPRINTS, 1860-1890
- ** No. 4, A CHECK LIST OF CHICAGO ANTE-FIRE IMPRINTS, 1851-1871
- * No. 5, A CHECK LIST OF KENTUCKY IMPRINTS, 1787-1810
- ** No. 6, A CHECK LIST OF KENTUCKY IMPRINTS, 1811-1820
- * No. 7, A CHECK LIST OF NEVADA IMPRINTS, 1859-1890
- * No. 8, A CHECK LIST OF ALABAMA IMPRINTS, 1807-1840
- No. 9, A CHECK LIST OF NEW JERSEY IMPRINTS, 1784-1800
- No.10. A CHECK LIST OF KANSAS IMPRINTS, 1854-1876
- ** No.11, A CHECK LIST OF THE KELLOGG COLLECTION OF INSIDE NEWSPAPERS, to 1876
- * No.12, A CHECK LIST OF THE IMPRINTS OF SAG HARBOR, LONG ISLAND, N.Y., 1791-1820
- * No.13, A CHECK LIST OF IDAHO IMPRINTS, 1839-1890

- * No. 14, A CHECK LIST OF WEST VIRGINIA IMPRINTS, 1791-1830
- * No. 15, A CHECK LIST OF IOWA NON-DOCUMENTARY IMPRINTS, 1838-1860
 - No. 16, A CHECK LIST OF TENNESSEE IMPRINTS IN TENNESSEE LIBRARIES, 1793-1840
 - No. 17, A CHECK LIST OF OHIO IMPRINTS, 1796-1820
- * No. 18, A CHECK LIST OF WYOMING IMPRINTS, 1866-1890
 - No. 19, A BIBLIOGRAPHY OF THE OFFICIAL PUBLICATIONS OF LOUISIANA. 1803-1934
 - No. 20. A CHECK LIST OF TEMNESSEE IMPRINTS, 1841-1850
 - No. 21, A CHECK LIST OF NEW YORK CITY IMPRINTS, 1801
 - No. 22, A CHECK LIST OF THE IMPRINTS ON THE SLAVERY QUESTION IN THE NEW YORK HISTORICAL SOCIETY, A and ANONYMOUS
 - No. 23. A CHECK LIST OF WISCONSIN IMPRINTS, 1833-1849
 - No. 24. A CHECK LIST OF WISCONSIN IMPRINTS, 1850-1854
 - No. 25, A CHECK LIST OF NEW MEXICO IMPRINTS AND PUBLICATIONS, IMPRINTS 1834-1876, PUBLICATIONS 1784-1876 (published by the Michigan WPA)
 - No. 26, A CHECK LIST OF NEBRASKA NON-DOCUMENTARY IMPRINTS, 1847-1876
 - No. 27, A CHECK LIST OF NEBRASKA DOCUMENTARY IMPRINTS, to 1876
 - No. 28, A CHECK LIST OF LOUISIANA IMPRINTS, 1764-1803
 - No. 29, A CHECK LIST OF BATAVIA, N.Y., IMPRINTS, 1807-1876
 - No. 30, A CHECK LIST OF ALBANY, N.Y., IMPRINTS, 1772-1810
 - No. 31, A CHECK LIST OF CALIFORNIA IMPRINTS, 1833-1855
- No. 32. A CHECK LIST OF TENNESSEE IMPRINTS, 1793-1840
- * No. 33, A CHECK LIST OF NEVADA IMPRINTS, 1859-1890
 - No. 34, A CHECK LIST OF ILLINOIS IMPRINTS, -
- * No. 35, A CHECK LIST OF ROCHESTER, N.Y., IMPRINTS, 1816-1850
- * No. 36, A CHECK LIST OF UTICA, N.Y., IMPRINTS, 1799-1830
 - No. 37, A CHECK LIST OF MINNESOTA IMPRINTS, 1866-1876
 - No. 38, A CHECK LIST OF KENTUCKY IMPRINTS. 18' 18'

- No. 39, A CHECK LIST OF ARKANSAS IMPRINTS, 1821-1860
- No. 40. A CHECK LIST OF MASSACHUSETTS IMPRINTS, 1801
- No. 41, A CHECK LIST OF WISCONSIN IMPRINTS, 1855-1858
- No. 42, A CHECK LIST OF WISCONSIN IMPRINTS, 1859 -
- No. 43. A CHECK LIST OF WISCONSIN IMPRINTS, -
- No. 44. A CHECK LIST OF WASHINGTON IMPRINTS, 1853-1876
- No. 45, A CHECK LIST OF MASSACHUSETTS IMPRINTS, 1802-
- No. 46, A CHECK LIST OF NORTH DAKOTA IMPRINTS, 1865-1890
- No. 47, A CHECK LIST OF TEXAS IMPRINTS, 1846-1860
- No. 48, A CHECK LIST OF TEXAS IMPRINTS, 1861-1876
- No. 49, A CHECK LIST OF WISCONSIN IMPRINTS, 1870-1876

In addition, some 10 or 15 other volumes may be issued in various states prior to July 1, 1942.

On March 14, 1942, transfer of title to the central files in Chicago was made by the Work Projects Administration to the Library of Congress for its Union Catalog. The Library of Congress has acted to protect this valuable material against any possible war damage by designating the Wisconsin State Historical Society as its depository during the duration, and preparations for such removal are being made.

An inventory of the central files reveals that among the more than 14,000,000 title slips and excerpts from newspapers, filed by state and thereunder by year of publication, the following categories of materials are held:

- Active central files, comprising American imprints titles to 1876, and to 1890 in Montana, Wyoming, Nevada, Arizona, Utah, Idaho, North and South Dakota, 7,875,000 title slips, of which 77,620 relate to American broadsides;
- 2. Inactive or storage files, comprising title slips of imprints of New York City, Philadelphia, Boston, District of Columbia, and other points, 6,225,000 title slips in all:
- 3. Materials relating to the history of the press, in excerpt form, 328,913 excerpts, newspaper report forms, index cards.

In this wass of material may be found a great many special fields in which the work has been well-started or is near publication status. For example, a great deal of editing has been done on American Broadsides before 1800. Editing of the titles of certain states and cities has progressed to various stages of

completion, and would be comparatively easy to complete for publication. Enough titles concerned with early American ballads are present to provide a volume of some size. While no attempt has been made to provide a subject file, considerable work has been done in certain special fields such as broadsides, newspapers, etc.

No figures are available concerning the number of library cards examined to provide the title slips in these files, but in Massachusetts alone some 500,000 imprints slips were obtained from slightly less than 23 million library cards in field work performed there prior to May, 1940. The total figure runs into hundreds of millions of cards that have been examined by the projects in the various states.

In conversations with the officials of the American Library Association and other societies, the matter of editing in the future has been discussed. No doubt those students and scholars interested in editing these materials will receive encouragement from the library of Congress, and the title slips will be made available to them, whether to issue simplified check lists or refine existing lists. It is felt that the spade work has already been accomplished, and from now on the problem of publishing check lists must rest with those who are deeply interested in the subject. No single person in his lifetime could glean even a small part of the titles already accumulated by the American Imprints Inventory, but he can take the present material and make it available in edited form for scholars and students of printing in this country. The interest and cooperation by librarians all over the country in making possible this inventory of their holdings is deeply appreciated. It would have been impossible to have carried on the work without their unstinting activities on behalf of the Inventory.

It is hoped at some future date to integrate the central files of title slips with those now in the Union Catalog of the Library of Congress, thereby adding thousands of titles not recorded there at the present time. When that takes place, no other country in the world will have achieved such controls over its early printed materials.

May 5, 1942

Mr. Sargent B. Child. Director Historical Records Survey Projects Works Project Administration 1734 New York Ave., M.W. Washington, D. C.

Dear Mr. Childs

Since writing you that I have decided to cancel the session for the domittee on Archives and Libraries, I find that Mr. Collas G. Harris will be able to read his paper on the protection of archives against the hazards of war at the American Library Association meeting. I was under the impression that he was not going to be able to give the paper and as five other papers had been cancelled, it seemed best to omit our session. I was very relactantly to give up your report so now that I find Mr. Harris can also take part, I am taking the woman's privilege of changing her mind and again requesting you to take part in a program to be held on Tuesday afternoon. Please let me know as coon as possible whether or not you can make this final report on the H.R.S. I know it will be of very great interest to the members of the Association.

Sincerely,

MCH: MEB

PAPIAL S

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE NW. WASHINGTON, D. C.

HOWARD O. HUNTER

May 7. 1942

Miss Margaret Morton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I have just returned to my office to find your welcomed letters of April 28 and 30, 19 μ 2. I heartily agree with you that a final statement or pamphlet should be prepared and issued setting forth not only the closing and accomplishments of the Historical Records Survey but also a resume of it inception and career.

It is quite remarkable that during the months of March and April 86 new publications were issued and it is apparent that more than 2,000 publications will have been issued by June 15. I feel, therefore, that the release of a report should be held up until summer or early fall. You may be assured that a final report will be made for those who have taken a part in this tremendous accomplishment. I refer to both those outside and inside of the program because neither group could have succeeded alone.

We have been astonished in reviewing the inventories of the project files from ten states which have already completed them. I hope that the Illinois inventory is nearing completion. When it is you will, of course, receive a copy and copies will go to the Library of Congress, the National Archives, to this office and the last copy will be cut up so that each entry may be glued to the appropriate folder as it is forwarded for storage.

In spite of our tremendous publication program it is clear that ten times as much material remains in the files to be edited in the postwar period.

To go through the final reports from the 48 states will be most gratifying to the archivist, the public administrator and the average tax payer. I have enjoyed this worthwhile work tremendously and I know you have. I deeply appreciate your continued assistance even though you were not able to participate actively on the Advisory Committee during the past year.

Sincerely yours,

Sargent B. Child, Director Historical Records Survey

I hope also to issue another revision of the check hit.

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

1734 NEW YORK AVENUE NW. WASHINGTON, D. C.

HOWARD O. HUNTER

May 21, 1942

Mrs. Florence Kerr Assistant Commissioner Work Projects Administration 1734 New York Avenue, N. W. Washington, D. C.

Cear Mrs. Kerr:

In transmitting my resignation to you in order that my transfer to the Office of Price Administration may be effected, I cannot do so without recalling that my association with the Historical Mecords Survey, for over six of the seven years which I served in the MPA, has been a thrilling experience. The quality of the published inventories of the Survey, of which there will be more than 2,000 by July 1, 19k2, has surprised not only these who said that it could not be done but even those who had given it their strong support.

when the descriptive lists of the unpublished inventories and guides to the nation's local records are examined, the surprise will turn to anasoment. If the results from the first eleven states reporting are indicative of what the others will be, we can be safe in estimating that the voluce of unpublished material is more than ten times as large as that which has been published. This material, after being inventoried according to my instructions, is being deposited in the state archives, state libraries, or state universities in various parts of the country. It will be one of the most important sources of new work which may be undertaken at the end of the war. Even if no future "FPA" were created I feel confident that much of the results of our work will be made generally available by the efforts of scholars and research workers scattered throughout the country. The momentum gained during the past six years will guarantee this.

The guides to vital statistics records from public and non-public sources and the guides to maps, both of great value to the war effort, are being issued rapidly at the present time. The assistance by those, who were trained by the Survey, to the central and the state committees on Conservation of Cuftural Resources is quite effective in the majority of states and I trust that it will continue as long as it is needed.

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I am deeply sensitive to the fact that even though the Survey has been but a small part of a truly gigantic undertaking, I am unable to measure by any adequate means its full accomplishment. Dr. Julian P. Buyd, of Princeton University, has expressed it better perhaps than anyone also when he said PIto value to historians, to the American people, and especially to those thousands of workers on WPA who were engaged in learning for the first time what American history meant is incalculable. It advances our knowledge of the sources of American history at least a century sheed of the normal processes by which scholars and librarians had sort laboriously and by individual efforts to bring such information to light."

I am transmissely grateful for the apportunity given me by my deverment, first to serve in the ranks, and later to direct this great undertaking. I shall, of course, be available to the Administration as my new daties parmit for further consultation regarding the closing of the Freject and the care and storage of the material.

Sincerely years,

Sargent B. Child, Director Historical Records Survey

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OU, Members of the National Advisory Countities

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Miss Roge :2. Julianel me to intel in this letter is in one just on thing ton wor Can the with south was yet and a hadged month,

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June 12, 1942

Dr. C. C. Crittenden
Secretary
The North Carolina Historical Commission
Raleigh, North Carolina

Dear Dr. Crittendens

Thank you for the copy of the letter you wrote to Mr. Child on the dissolution of the Historical Records Survey. Miss Rogers and I were very much interested in what you had to say about the failure to complete the county inventories because of attempting to do too many things. You know the W.P.A. took the sponsorship away from us because we insisted on that very matter. insisted that they should take our advice on certain matters relating to the professional quality of the work and insisted that we be given some assurance that the county inventories should have priority in the work. have always envied you for your ability to get the North Carolina inventory completed and published and I remember how hard you fought in the advisory committee on behalf of the county inventories. The unpublished data collected by the Illinois Historical Records Survey is being deposited in the Illinois Archives with the understanding that it shall become our property if the H.R.S. is not resumed within two years after the close of the war. We are finding a great many extremely valuable transcripts of historical records among this material. I had to fight to keep them from destroying these transcrips. Mr. Child is sending a paper to be read at the A.L.A. in the nature of a final report on H.R.S. This he will revise later in the summer when all his information has been shooked and it will, I suppose, be published in the American Archivist.

Sincerely,

MON: MEB Archivist

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

OF ILLINOIS

CHAS. P. CASEY ADMINISTRATOR

HISTORICAL RECORDS SURVEY 510 North Dearborn Street Chicago, Illinois

March 18, 1942

Miss Margaret C. Norton State Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Mr. Blood informs me that you are willing to give storage space to unpublished Survey inventory material for the duration of the war. We deeply appreciate this offer, as it is especially important that the Survey's files be carefully protected until work on them can again be resumed. It is our hope that the rather voluminous transcripts of county board minutes can be stored with the inventory forms, since these transcriptions were made at great expense and are a valuable collection of source material.

We shall appreciate a letter from you confirming your offer. For our part, we shall endeavor to wrap and label the material according to your instructions that no package be over twelve inches in length.

If Survey files can be stored in the Archives Building it will insure their preservation and the continuity of a significant archival undertaking.

State Director

Historical Records Survey

Work Projects Administration (Illinois)

March 17, 1942

TO: Thomas R. Hall, Assistant State Supervisor 510 North Dearborn

FROM: Robert E. Ward, District Supervisor Illinois Public Records

SUBJECT: Storage Space Provided Historical Records Survey in State Archives Building.

According to official memorandum sent to this office that the Historical Records Survey unit would be closed because of the National Emergency, I made arrangements to meet with Miss Margaret Norton, State Archivist, and per instructions contained in the above memo, I informed her that the City, County and State Archives work would be discontinued at once thoughout the State of Illinois. We have had no workers on this type of work since we began the Inventory of Civilian Organisations.

Miss Norton and I talked over the future possibilities of the Historical Records Survey in this State, bringing out the importance of the work which had been done up to date. I also told her that we were in need of a place to store all city, county and state field work, and other material done by our workers, which up to the present time has not been completed or published.

She agreed with me that the logical place to store all this valuable data would be in the State Archives Building. I have the official authority from Miss Margaret Norton, State Archivist, representing the Secretary of State's State Librarian, to offer to the Public Records Project, Historical Records Survey unit, storage space in the Archives Building for all the material throughout the state. This material is to be wrapped and labelled, and wrapped in such a way that the packages will fit in a regulation size file drawer, no package to be over 12 inches in length.

This material may be shipped direct to the Springfield office, either our office, or direct to Miss Norton in the Archives Building. She will give us a copy of all material received, and authority to withdraw material at any time.

She also states that she does not wish to receive any material which has been published, but is willing to accept any other material pertaining to the Historical Records Survey in the State of Illinois

Robert E. Ward District Supervisor Illinois Public Records

CC: Ward

Miss Norton

Assistant

KCBarm

Kenneth C. Blood
Assistant District Supervisor
Historical Records Survey

March 23, 1942

Dr. Thomas R. Hall State Director Historical Records Survey 510 No. Dearborn Chicago, Illinois

Dear Dr. Hall:

This letter will confirm conversations with both you and Mr. Blood with relation to depositing unpublished Historical Records Survey Inventory material in the Archives Department of the State Library. It is understood that this includes work sheets and editorial notes for Historical Records Survey work which has not yet been published, including Federal, State, County and local government agencies, church and cometery data but not of course including the imprints work. We will also take the transcripts of county board minutes and any other research material which you may have accumulated, also the eard index of county series.

It is understood that this material will be made available to the Historical Records Survey or its successor if the project is reopened at some future date. In ease the work is not resumed within two years after the close of the present war, it is agreed that the records so turned over to us shall become the property of the Illinois State Library automatically.

Please accept the best wishes of Miss Rogers and myself for your new work.

Sincerely,

MCH; MEB

4-0

April 10, 1942

Mr. Frank J. Morris, State Chief Records and Research Projects W.P.A. Merchandise Mart Horth Bank Drive Chicago, Illinois

Dear Mr. Morris:

Enclosed is a copy of the letter sent to Mr. Hall just before his resignation as director of the Historical Records Survey. In this we confirm our offer to provide space in the State Archives Building for the eare of Historical Records Survey material. This material can of course be consulted at any time by the Work Projects Administration and its arents or successors.

If possible I should like to have you send Mr. Blood to Chicago to select and direct the packing of the materials which are to be sent to the Archives from the Chicago office. Mr. Blood knows exactly what material we want and how we wish to have it prepared for shipment to us.

Please send me two copies of the Peoria County inventory. To make sure that this is received I would like to have you send it to my home address which is 1105 Sc. 2nd St., Springfield, Illinois. When you come to Springfield, we will be very glad to have you call on us and to show you how we are caring for the Historical Records Survey material which you are sending to us.

Sincerely.

MCI	H; MEL	8
End	3.	
o.c	Mr.	Blood

Archiviat

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FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

OF ILLINOIS

510 No. Dearborn St.

CHAS. P. CASEY ADMINISTRATOR

> Chicago, Illinois. April 30, 1942.

Margaret C. Norton, Archivist, Illinois State Library. Springfield, Illinois.

Dear Mrs. Norton:

Relative to your letter of April 10th this will confirm recent consultations you have had with Mr. Blood regarding our acceptance of your offer to provide space in the State Archivist Building for the care of Historical Records material.

We have asked Mr. Blood to come to Chicago next week to assist in having the material arranged for shipment according to the directions you have given him.

Very truly yours,

Frank J. Morris



HH:Mb

August 21, 1942

Mr. Frank Morris State Supervisor Works Projects Administration 510 No. Dearborn Chicago, Illinois

Dear Mr. Morris:

The Historical Records Survey has finished the transfer of its uspublished data to the State Archives. I will not attempt to send a receipt for it since Mr. Slood has sent you a duplicate copy of the inventogies filed with us. Mr. Whitmer domated ten days gestice to finish the transfer, inventory and labelling of the unterial. He said that he felt that he did not want to go away and leave an unfinished job. I think this shows not only a fine individual spirit but indicates how such the people who have had the privilege of working on the survey consider this work.

I want to thank you for your very fine spirit of cooperation in getting this material in the Archives. We will be glad to see you at any time you come to Springfield.

Sincerely,

MCH: MEB

Archivist

FEDERAL WORKS AGENCY WORK PROJECTS ADMINISTRATION

STATE OFFICE

CHAS. P. CASEY

222 WEST NORTH BANK DRIVE CHICAGO, ILLINOIS PHONE: DELAWARE 1060

October 21, 1942

Miss Margaret Norton State Historical Library Springfield, Illimois

Dear Miss Norton:

This is with reference to our conversation of a few days ago in which we discussed the possibility of our furnishing to you an inventory of the maps prepared by the Tax Mapping Project.

We have available only one copy of the inventory of each county's material. At the present time, we do not have typists available for copying the inventories which consists of three or four pages of typed material for each county.

If you have a typist available at this time, we will be glad to furnish our inventories to you a few at a time so that you can make a copy of each for your files.

Sincerely yours,

Frank J. Horris State Supervisor Clerical Program Cotober 28, 1942

Mr. Frank J. Morris State Supervisor Clerical Program Work Projects Administration 222 West North Bank Drive Chicago, Illinois

Dear Mr. Morris:

We do not have a typist available for making copies of the inventory of the maps prepared by the Tax Mapping Project. It was my understanding that you were proposing to deposit this material as is in the archives department. I presume that the one copy is to go to the State Tax Commission. If so, they should make their own arrangements with us for the transfer of the material. I have forgotten just what you did say about the future of the Project.

I am leaving Saturday morning for Richmond, Virginia, to attend the meeting of the Society of American Archivists. I will be gone a week. I suggest that we let this matter ride until my return and until you come to Springfield again. Then we can discuss the matter further.

Sincerely,

Margaret C. Morton, Archivist

MCN:mfn

SOCIETY OF AMERICAN ARCHIVISTS

SECRETARY LESTER J. CAPPON'S CORRESPONDENCE WITH PRESIDENT MARGARET C. NORTON

1943-1945

(THIS FILE IS FROM THE SOCIETY OF AMERICAN ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE UNIVERSITY OF WISCONSIN ARCHIVES, MADISON - RECORD SERIES 200/3/1 - Box 3, File 9.)

ILLINOIS STATE LIBRARY SPRINGFIELD

EDWARD J. HUGHES
SECRETARY OF STATE AND STATE LIBRARIAN
HELENE H. ROGERS
ASSISTANT STATE LIBRARIAN

November 17, 1943

JESSIE JENKS
ADULT EDUCATION
MARGARET C. NORTON
ARCHIVES
CHARLOTTE RYAN
EXTENSION SERVICE
HARRIET M. SKOGM
GREEAL REFERENCE

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

The news of my election took me by complete surprise, so much so that I was not even home to receive the telegram and did not get it until nearly ten o'clock on Tuesday evening. I tried to wire my acceptance, but the telegraph company refused to take any message I was willing to send; that is, they would not permit either the direct or implied use of the terms "Thanks" or "Greetings". I felt that since the Society had already adjourned and since I could not send a gracious telegram, it would be better merely to write to you. Needless to say, I am deeply touched that a group made up chiefly of men would even consider a woman for the presidency in the early years of the Society. I feel that the honor is really due to the institution which I represent and not to me.

I am anxious to get committees organized and to take up the work of the Assoication as soon as possible and will appreciate a copy of the minutes of the Council, if you can send them to me; also any suggestions which you have or have heard in relation to the work of the Society in the next year. One thing that I feel has not been done so far is to give sufficient recognition to the work of our committees. Our committees file reports and no one except the secretary ever sees them. They are usually read merely by title before the Council. I realize that it has been the policy of the Council in the past not to publish the reports of these committees, because the Council was not yet ready to give an official endorsement of the necessarity tentative suggestions made by these committees. I do not see, however, how we are going to get active committees whose members give their valuable time if no one is to see the results. I am wondering whether it will be possible to publish condensed reports in the American Archivist or to mimeograph condensed reports. presume that the Society's income will hardly permit that, but I will see what we can do here--possibly the State Library might be able to do something.

Dr. Cappon

What do you think of the possibilities along this line? I shall be leaning upon you as Secretary very heavily for suggestions and practical assistance.

Sincerely,

Margaret C. Norton

Archivist

mcn:1k

ILLINOIS STATE LIBRARY SPRINGFIELD

EDWARD J. HUGHES
SECRETARY OF STATE AND STATE LIBRARIAN
HELENE H. ROGERS
ASSISTANT STATE LIBRARIAN

November 20, 1943

JESSIE JENKS
ADULT EDUCATION
MARGARET C. NORTON
ARCHIVES
CHARLOTTE RYAM
EXTENSION BERVICE
HARRIET M. SKOGH
GREENLREFERENCE

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

When I wrote you the other day, I was under the impression that I had a list of the committees of the Society, and of their members. I find now that I do not have. Although I was a member of the Council for six years, I do not remember for sure whether or not the Council decided what committees should be appointed by the president. I know the Council did make suggestions from time to time. I am anxious to get the new committees appointed or old ones reappointed as soon as possible.

I will appreciate this information when you can send it.

Sincerely,

Mayant C. Norton

Archivist

mcn:1k

22 November 1943

Miss Fargaret C. Norton Archives Pivision Illinois State Library Springfield, Illinois

Dear Mass Nortons

Please accept my belated congratulations on your election to the presidency of the Society of American Archivists. The wording of the telegram I sent you had to be changed, since congratulatory messages are not accepted now. I note that you had a similar difficulty at the other end of the line.

I went on to New York after the sessions in Princeton and did not return to Charlottesville until the end of the week. Therefore I am just beginning to get my bearings amid the correspondence of the Society which arrived while I was away and all the extra work coming out of the annual meeting.

I am sending you herewith a few items as a starter and more will follow as soon as I can get the work ground out. I am in hearty agreement with what you say in your recent letter about the committee work. I am enclosing a list of last year's committees, some of which will cease to function for the time being, others will need modification in their programs. All committee members will have to be appointed for the new year (some reappointed no doubt), since our committees have not continued automatically from one year to the next.

My report as secretary will give you a summary of last' year's activities and accomplishments. I cut it here and there for the reading at the business meeting and I hope it will not wear you out because of its length. There is also a copy of the model state archival act submitted by the Committee on Uniform Legislation (A. R. Newsome, chairman). The Council has suggested that the editor publish the act.

Will you please examine the proposed budget and sign it if it meets with your approval. The new treasurer is Helen Chatfield who wants to use the services of Miss Mary A. Givens (she kept the books for Julian Boyd) who is now employed at Georgetown University and thus conveniently located. Incidentally the other new officers are: Julian Boyd vice-president and Solon J. Buck new member of the Council. The new member of the Editorial Board to replace Herbort I. Priestley is Grace L. Nute.

I am also enclosing a blank lotter-head. Will you make the necessary revision for your name and address as president?

More anon, as soon as possible. We missed you at the meeting which was a very successful one with over 80 in attendance.

Cordially yours,

Looken I Commun. Com Annua

COMMITTEES

SOCIETY OF AMERICAN ARCHIVISTS

Archival Buildings.

Victor Gondos, Jr., Chairman Ernst Posner) Wm. J. Van Schreeven Leon de Valinger James E. Downes Charles M. Gates

Auditing. Perhaps this appointment should come later in the year?

Philip Hamer, Chairman Christopher B. Coleman Edna Jacobsen

Collection and Preservation of Materials for the history of emergencies

V Herbert A. Kellar, chairman Q. C. Crittenden Gollas G. Harris

Filing Equipment.

Mrs. Virginia Leddy Gambrell, Chairman
Herbert C. Schulz
Alexander J. Wall Grace L. Note

Institution Archives .

Walter Hausdorfer, Chairman.
Or if he should refuse because of also being president of special libraries:
William Overman
Rev. Thomas T. Mc Avoy ?

Jean Stephenson ? Representing D A R

Mother Hamber Companies and Better get our chairman first, with his suggestions.

Local Records.

Substituted for Committee on Archival Training, but having same objectives as defined by Dr. Posner in his report as chairman of that committee.

- Harold S. Burt, Chairman (or Dan Lacy if Burt won't serve)
- Frnst Posner
- Edwin A Davis
- X Reput Kingd

Membership.

- Y Philip C. Brooks, Chairman Side I. Dano Ser. Hammens
- John Clement
- Mary E. Givens
- & James W. Mossitte L. Hulland Shattrack

Nominations.

William McCain, Chairman. If he is still in service, will Dr. Radoff automatically take his place? Mrs. John Trotwood Moore Harlow Lindley

Public Relations.

Winnie Allen, Chairman Philip C. Brooks Mrs. Marie B. Owen

Publication Policies of Archival Agencies.

Suspended on recommendation of Leon de Valinger, Jr.

Publicity.

* 12 to staylette Famer Harris H. Williams, Chairman

Records Administration.

- ∠ EmmettJ. Leahy, Chairman
- A Helen L. Chatfield
- KF. M. Root
- Herbert O. Brayer
 Wayne C. Grover (if he rejoins)

Research.

- \ Herman Kahn, Chairman
- Oliver W. Holmes
- W Howard Peckham ✓ Morris L. Radoff
- A Thomas Martin www

Same as 1943 Uniform Legislation.

XA. R. Newsome, Chairman

x Richard B. Morris

Francis S. Philbrick

some as 1943 Writings on Archives and Manuscripts.

- Karl Trever, Chairman
- w Ernst Posner
- ✓ Theodore C. Pease ✓ Martin P. Claussen
- V Alice Smith

Program.

Howard Retham, Clarican

Suggestions needed badly. I had thought of Leon de Valinger or Almon Wright. What do you think (confidentially) of these; or have you other suggestions?

Internat. Relations

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Mrs. James Honoris, Uma J. Mich.

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R. B. Horris, Chemor

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28 November 1943

Hiss Margaret C. Norton Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

Enclosed you will find a copy of the minutes of the two council meetings of November 15 and 16, 1943. Since I have not yet received the text of the resolutions adopted at the business meeting, I have not been able to put those minutes in final form. However, I have indicated in the margin of the council minutes where action was taken at the business meeting. Other matters were mostly routine.

I think it might be well to include in the minutes of the business, the full report of the Committee en International Relations, if you think it advisable, in line with your suggestion about publicizing committee reports. By the way, Gaston Litton wrote that he would be willing to continue on this committee to help implement the recommendations, but that he would not have time enough to serve as chairman.

I shall send you some suggestions about committee personnel seem with comments on what was done and left undone during the past year. I wish we might have an opportunity for : conference on Society matters. If I should by any chance get to the Middle West this winter, I'll try to arrange a stop at Springfield.

Sincerely yours,

Lester J. Ca ppon, See'y

ILLINOIS STATE LIBRARY SPRINGFIELD

EDWARD J. HUGHES
SECRETARY OF STATE AND STATE LIBRARIAN
HELENE H. ROGERS
ASSISTANT STATE LIBRARIAN

December 1, 1943

JESSIE JENKS
ADULT EDUCATION
MARGARET C. NORTON
ARCHIVES
CHARLOTTE RYAN
EXTENSION SERVICE
HARRIET M. SKOGH

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

Enclosed is my signature to the proposed budget for the year 1944, also an amended copy of the letterhead as it should be worded.

I have not yet had time to digest the minutes of the council and your report which you so kindly sent to me. I will be very glad indeed to get some suggestions about committee personnel. I am anxious to get started with the work as soon as possible, but do not think I am going to find time to do much before Christmas, because my lectures on archives and work with Miss Elza Marigny who is taking an interneship here absorb not only all my time but all my mental energy.

I hope that Mrs. Cappon and you will be able to get to the Middle West this winter. You will, of course, have a hearty welcome here in Springfield.

Sincerely,

Margaret C. Norton

Archivist

mcn:lk Enc.

8 December 1943

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Nortona

I am forwarding herewith a carbon copy of a letter from Philip C. Brooks to me, received yesterday. He has asked me to send it on to you and I have made some marginal comments, a few of which I hope you will write me about.

With regard to committees for the current year, I have some suggestions now especially with reference to the continuation of certain ones and some of the personnel. If you will refer to the List of Committees for 1942—43 which I sent you a short while ago, I shall not list the various names in this letter. Since chairmen and committee members are supposed to be appointed each year (i.e., no sutomatic continuation of personnel), I shall need your authorization for informing persons of their appointment or re-appointment.

I want to suggest the following re-appointments:

Committee on Archival Buildings, which was only recently established, with Gondos as chairman; same members and perhaps an additional one or two at the chairman's discretion or yours.

Filing Equipment: Mrs. Gembrell, chairman, and Miss Lucke. They have a project under way — a survey by questionnaire on equipment in state archival agencies, to be expanded later to include historical societies, etc.

Membership: Fhilip Brooks as chairman again, with suthority to pisk his own committee members, plus advice from you.

Records Administration: Emmett Leshy, chairman, with same members. This Committee did not accomplish much last year because of Leahy's war activities, but I suggest their continuation.

Archival Research: Herman Kahn, chairman; Holmes, Peckham, and Radoff if he well enough (He's been ill for several months); Van Schreeven is on the Archival Bldgs. Committee and I think someone else should take his place known on the Research Committee. You will find some information on this committee in the secretary's report and the Council minutes. Rahn is eager to proceed and the sooner the better, I believe.

Fritings on Archives and MSS.: Karl Trever, chairman, with same members. Their results appear in the Oct. 1943 issue of <u>The American Archivist</u>. Here too, The chairman is willing and eager to continue.

I(11 write you again soon. I hope you like the letter-head. I(11 send you some stationery later this week.

Sincerely yours,

ILLINOIS STATE LIBRARY SPRINGFIELD

EDWARD J. HUGHES
SECRETARY OF STATE AND STATE LIBRARIAN
MELENE H. ROGERS

December 13, 1943

JESSIE JENKS
ADULT EDUCATION
MARGARET C. NORTON
ARCHIVES
CHARLOTTE RYAN
EXTENSION SERVICE
HARRIET M. SKOGH
GRIERAL REFERENCE

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

My class on archival technique will run at least another week, so that I am still too busy to give much thought to the appointment of committees. Your suggestions and those of Philip Brooks are particularly helpful to me.

I have already written to Captain Gondos that I am going to ask to have him serve again as chairman of the Committee on Archival Buildings, and I asked him for suggestions for mem-I was named on this Building Committee, perhaps in place of Doctor Radoff. Of course, I shall not continue as a formal member of the committee although my interests are such that I expect to work very closely with the committee. I would suggest, therefore, the reappointment of the present committee with the exception of myself, and as a substitute for myself the naming of Doctor Charles Gates of the University of Washington. Doctor Gates is very active in making preparations for a new archival establishment for the State of Washington and has been in active correspondence with me and has also sent the Assistant State Librarian to visit us. I am sure he would be the best person to put on the committee on buildings, because of his active interest in collecting data on the subject.

The Committee on Filing Equipment. If you recommend that this committee be continued, I will be glad to have you notify the members of their reappointment. Confidentially, I had not been particularly impressed with the work of the committee to date and had had in mind combining it with the Committee on Archival Buildings. However, if they have a project under way, they should be reappointed.

Please reappoint Philip Brooks as Chairman of the Committee on Membership. I would like to leave it to him what members to appoint. I would suggest, however, that while the chairman ought to continue because of his experience since the start of the Society in getting members, that he should appoint new members on the committee on the theory that the other members have quite likely associated their ideas in getting new members; for instance, Mr. Blood of our staff has seen to it that all

our professional members of the Archives staff have already joined the association. Whether or not he has sufficient acquaintanceship outside the State of Illinois to add more members, I do not know. However, I am using his name merely as an illustration. I do appreciate the interest that he took in the committee, and I do not want it to appear that I do not approve of his being reappointed. I will leave the naming of the committee entirely up to Mr. Brooks.

I would like to have the Committee on Records Administration kept with Mr. Leahy as Chairman. Also Helen Chatfield. I do not know who Wayne Grover is. I might want to put someone else in his place or may want to continue him. If you think we should keep the same members, do so.

I should like to have Mr. Kahn continued as Chairman on the Committee on Archival Research, but wish to give a little more thought to the other members.

I would like to have Karl Trever continued as Chairman of the Committee on Writings on Archives and Manuscripts. have just suggested to Professor Pease in another connection that I think we should have an annual report on record legislation which will give a brief summary of the legislation passed with bibliographical citations to the session laws and statutes. This should be confined to legislation sponsored directly by archivists, but should include all sorts of legislation in relation to record making; for instance, new laws in relation to recording by photography, legislation in relation to papers and inks, to legislation particularly in relation to county recorders and other county officers. Perhaps you will remember the annual reports on legislation which Doctor Goddard of Connecticut used to compile each year. have not yet written to Mr. Trever, but have an idea that he might find this too burdensome to do himself. If he is willing to undertake this work, perhaps he would like his committee expanded or a subcommittee appointed to coordinate that work with the work of his own committee. I think M_T . Trever's report is an extremely important one, and although I think it could and should be expanded to include other materials, it is my understanding that he had a very short time in which to do this work.

Doctor Posner is discouraged over the work of his Committee on Archival Training. This committee had planned to bring out a manual which could be used be persons training personnel in the care of local records. I think the personnel of his committee was unfortunate if the committee was to change its emphasis from the training of professional archivists to the training of persons who would be working with local records. The present membership of the committee has

has experience in training professional archivists but very little experience with local records. I have written to Mr. Posner that if he felt that he could not continue as Chairman of the committee that I might appoint Mr. Burt of Connecticut as chairman and Mr. Posner on the committee and that possibly we might change this to a committee on local records. I also suggested Mr. Herman Robinton as a possible member of the committee if we change it. Until I hear again from Mr. Posner I shall not make any appointments on that committee.

Doctor Posner has indicated that he would like to remain on the Committee on Archival Buildings and Vaults and also on Writings on Archives and Manuscripts. I think he is a very appropriate person for both of those committees.

The Committee on Uniform Legislation I think should remain as it is.

I have asked Doctor Buck's advice about appointments from the National Archives, as there has been such a turnover in personnel there the last two years that I do not feel competent to make appointments from that institution.

I would suggest that for the present we merely invite the chairmen to serve with the understanding that I would like suggestions for memberships to their committees from them, and that other appointments of committees and also of chairmen will come later. If you think it better, however, to wait until I have my complete list compiled, use your own judgment. In other words, for the present I am desirous of having the following chairmen reappointed:

Archival Buildings Collection and Preservation of Materials for the History of Emergencies

- Filing Equipment Honorary Membership International Relations

✓ Membership Nominations

Public Relations Publication Policies of Archival Agencies

✓ Records Administration

Research Training of Archivists Uniform Legislation

writings on Archives and Manuscripts

Herbert A. Kellar Mrs. Virginia Gambrell Solon J. Buck Appointment later Philip C. Brooks, Chairman William D. McCain (Is he the retiring member of the council this year?)

Capt. Victor Gondos, Jr.

Appointment later. Emmett J. Leahy, Chairman Herman Kahn, Chairman Appointment later. A. R. Newsome, Chairman

Karl Trever, Chairman

Appointment later.

Doctor Brooks questions the publication of the new model law on archival establishments. I am inclined to think that this should be published with an explanation that this is a model law for one type of archival establishment only; namely, one which is an establishment which must combine all the historical agencies into one institution. I think Philip Brooks' comments might well form the basis for this explanation. Possibly Mr. Newsome might like before the law was published to submit alternative paragraphs to cover the point where an institution is to be set up as a particularly archival agency. Personally I doubt if there could be such a thing as a model archival law. For instance, we studied the earlier published would law for the control kad public records and found that in places it was contrary to Illinois legal procedure and in other places we already had laws in detail; for instance, laws relating to the reconstituting of records in case of loss of the original. We therefore decided not to pass this law, and quite by accident found that the Legislative Council had got hold of a copy somewhere and were about to introduce the law. We were of course able to squelch this before it got to the actual stage of being introduced, but if we had not found it out in time, we would have been saddled with a law which would have either confused record making in the state or have been declared unconstitutional. I do not think that it does any harm to publish proposed model laws if an explanation is made that this is merely a sample of the types of features which should be considered in drafting a law which will be applicable to local needs. I am not sure but what the proper procedure would not be to attempt to word the law but rather to give a rather detailed statement of the features which such a law should comprise. Not being at the council meeting I do not know what action actually was taken in this matter, but from the minutes suppose that it was decided that the law should be published.

Since the letter to the President about the American Commission for the Protection and Salvage of Artistic and Historical Monuments in Europe has already been sent, we need not take further action upon that. If it should have been signed it should have been signed by the former President, not by the new President. Mr. Blood reports that there seemed to be some differences of opinion about the advisability of this resolution, and since I was not present I would not want to be involved in the action that actually was taken.

I am in hearty accord with the suggestion that a Committee on Publicity be set up. I think we will get better results if we do have this a one-man committee. I will have to think a little bit about this. Mr. Brooks mentions notes for publication like Weston's Record. From my own contact with them I find the editor to be very anxious to include news notes.

He has already published one rather extended news note of the Illinois Archives which he saw somewhere and asked permission to reprint. I would like more suggestions about this and also who should prepare the notes. I think if Mr. Trever will be willing to do that in connection with his work, he might be perhaps the logical one to do it, or perhaps the Secretary of the Society.

I will write later on other suggestions made by Mr. Brooks. I do not know how it works in the Society of American Archivists, but in the National Association of State Libraries with which I am more familiar than with any other society, the Secretary is really the main person, and the President to a large extent is guided in plans by suggestions made by the Secretary. That is certainly going to be true this year in our Society.

There is one other point that I wish to raise here; namely, that I am anxious to get a first-class committee on program and am very much at a loss for ideas as to who would be good for that. Can either Doctor Brooks or Doctor Cappon give me any help in this?

Sincerely,

Margaret C. Norton

President

mon:1k

ILLINOIS STATE LIBRARY SPRINGFIELD

EDWARD J. HUGHES
SECRETARY OF STATE AND STATE LIBRARIAN

ASSISTANT STATE LIBRARIAN

December 17, 1943

JESSIE JENKS
ADULT EDUCATION
MARGARET C. NORTON
RACHIVES
CHARLOTTE RYAN
EXTENSION SERVICE
HARRIET M. SKOGH

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

Please cast my vote as a member of the Council in favor of the election to membership of the persons listed in your letter of December 11, 1943. Mr. Allen P. Hoard is Manager of what used to be called the Emory Record Preserving Company. I do not know that they have ever changed their name. I notice you left his position blank.

I also approve the donation of a complete file of the American Archivist to the National Library of Peru and authorize you so far as I as a member of the Council am concerned, to take proper steps to see that this file is presented through the proper channels.

I also enclose a check for my dues for the coming year.

Sincerely,

Margaret C. Norton

men:1k

31 December 1943

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Since receipt of your letter of December 13 I have written to the various persons you mand as chairmen of committees for 1944 to notify them of their appointment. I have received a few replies with suggestions of members to serve on certain committees.

Committee on Archival Buildings: Gondos has proposed Ernst Posner, William J. Van Schreeven, Leon de Valinger, Junes E. Downes, and Charles M. Gates (as per your suggestion).

Mombership: Phillip Brooks writes that he agrees with you as to the wisdom of changing the personnel, "but I wonder if you and she would agree to postpone its effectiveness for another year. I got started so late on the membership campaign this year that I would feel a bit embarrassed to supersede the members so soon. I am afraid they might feel I didn't consider them satisfactory... If Blood or him better, or both, feel that he should be superseded this time that is agreeable to me, although I would be glad to have him continue."

Records Administration: Leahy proposes Helen Chatfield, Capt. Mayne C. Grover of the Adjutant General's Office, War Dept. (tentative, since I informed Leahy that Grover is no longer a member of the Society, although he expressed a desire last June to rejoin), F. M. Root, Custodian of Records, Westinghouse Floctric & Manufacturing Co., and Herbert C. Brayer, now State Archivist of Colorado.

Committee on Uniform Legislation: I have written to Dr. Newsome.
Regarding the model state archival law, Dr. Paape returned the text to me with
the suggestion that Dr. Newsome or someone else prepare an introductory statement to be published with the text. I sent the text back to Newsome and explained that Paape had returned it to me; I also informed Newsome of the suggestions made by you and Brocks and stated that I thought he (Newsome) is the
best person to write the prefatory paragraphs.

Honorary Membership: You will note in the minutes of the Council that this committee is to consist of the president, vice president, and secretary of the Society.

Publication Policies: De Valinger, who has been chairman of this committee, advised in his last report that the committee be suspended for the duration. He had collected some data from various state archival agencies but decided that war conditions and post war plans would render such data obsolete for any practical purposes in the immediate future. There is a brief mention of

de Valinger's suggestion in my report as secretary.

Publicity: When we discussed this new committee at the Council meeting, it was suggested that it would be advantageous to have some competent person in fairly close proximity to the secretary. At the time I had in mind Harris H. Williams, in charge of manuscripts in the University of Virginia Library. Mr. Williams, however, has just left to take a position in the Peabody Institute Library in Baltimore and there is no one also here. He may still be a possibility, especially since he will be near Washington. Before he got his new job I sounded him out on the matter and he expressed an interest in it.

Institutional Archives: this is a now committee authorized by the Council as the result of a suggestion of mine. You will find some discussion of the idea in my secretary's report, pp. 5-6, 10-11, and in the minutes of Council for November 16. I think it would be advisable to have on this committee persons representing different kinds of institutions, e.g., business firms, church archives, educational institutions, fraternal organizations, etc. With regard to possible cooperation with Special Libraries Association, it so happens that "altor Hausdorfer of Columbia University, a member of our Society, is now wice president of SLA and will become president in June. He expressed his keen interest in the general idea of this committee after the business meeting at Princeton. I think he would be an excellent person for this committee. Another person who occurred to me is Thomas H. Spence, Curator of the Historical Foundation of the Presbyterian and Reformed Churches, Montreat, Morth Carolina, an important depository of church records. Another cossibility in this field is Thomas R. Druke of the Quaker Collection, Haverford College; or Rev. Thomas T. McAvoy of Notre Dame (Catholic records). In the business field are William D. Overman, Thel Scholfield of New York City, and a new member Gerould A. Sabin, recently appointed archivist of the Colorado Fuel & Iron Co. - he might consult with Herbert C. Brayer, since both of them are in Denver. There is also I'r. Root of the Westinghouse Company, Pittsburgh. I'll send other sugrestions a bit later.

Program, 8th Annual Meeting: I agree with you that this committee ought to be a pointed early. We have received four invitations for this meeting: Denver, Albany, Harrisburg, and Columbus, Ohio (the last named is tentative).

I have sent to Professor Pease the reports of four committees of last year with the request that they be published in the January issue of the fournel: Archival Buildings, Training of Archivists, Membership, and International Relations. Each contained significant information and ideas which should be available for our members and others to read.

As the minutes indicate, our Society has been invited to send a representative to the Tenth Chilesn General Scientific Congress in Santiago to be held in January. At Philip Brooks' suggestion I have written to the State Department to ask whether through diplomatic channels we can ask Dr. Lawrence Kinnaird, Cultural Attaché in Santiago, to act as our representative. This appointment should be made by you as president, I am sure, but I took the liberty to proceed on Brooks' advice since the time is short before the meeting.

with best wishes for the new year,

Cordially yours,

Lester J. Cappon Secretary Miss Margaret Norton, President, Society of American Archivists, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

I am enclosing herewith a revised list of members and subscribers to the Society. I am sure you will find this list useful, and I will make it a point to supply you with subsequent revisions as well as with new lists as we ask for them from the Banta Company. New that the membership campaign is over for the past year, there probably will not be so much change in personnel although, because of war conditions, many changes of address have to be made.

I shall write to Mr. Burt to inform him of his appointment as Chairman of the new Committee on Local Records, and explain to him that it is a substitute for the former Committee on Training of Archivists. As you suggest, it may be well to get his acceptance as Chairman before other members are appointed to this committee. I think Mr. Robinton would be a valuable person to serve in this capacity.

I have received a letter from Capt. Gondos who has suggested the following persons as members of the Committee on Archival Buildings: Charles M. Gates, Leon de Valinger, William Van Schreeven, James E. Downes and Ernst Posner. Not being acquainted with our usual procedure, Capt. Gondos has already written himself to these persons. In view of Dr. Posner's conclusion that he will not have time to serve on more than two committees, I agree with you that it would probably be best to drop his name from the Committee on Archival Buildings, and I shall write Capt. Gondos to this effect. Since both he and Dr. Posner are in the National Archives, Capt. Gondos could consult with him conveniently whether he is on the committee or not.

krs. Gambrell has replied to my letter regarding the personnel of the Committee on Filing Equipment. She has informed be that although she would be glad to have Miss None Lucke on this Committee again, "her background and experience," writes Ers. Gambrell, "are not particularly helpful; in that her interest centers chiefly around filing systems rather than filing containers, and she has not been associated with the archival field long enough to be familiar with the problems presented by the heterogeneous shape and general format of archival items, and she has essentially the same point of view as that entertained by the manufacturers of equipment: that the type of meterial being manufactured is excellent, and the solution to the problem is to get in touch with the manufacturers and ask them what would be nice for archives."

Mrs. Gambrell would prefer someone on the Committee more familiar than she is with state archives. She has suggested Leon de Walinger and William Van Schreeven. Since both of these men have been preposed by Capt. Gendes for his Committee, I think it would be well not have both on Mrs. Gambrell's Committee.

To quote again from Mrs. Cambrell's letter, "In my opinion, the best thought which has ever been given to solution of a specific sterage problem in the Archival field has been Miss Horton's own; and I am sure she must be familiar with those in the field who are interested in this subject. I would be more them pleased to have any members of the committee whom she might think appropriate; and have written in detail murely to suggest that since the next point to be taken up is the type of equipment used in State Archives, I think it would be advantageous to select committee members from State Archivists."

You will be interested to know that the lady who has been keeping the books of the Society is Miss Mary A. Givens, who was formerly Dr. Beyd's secretary at the Historical Society of Pennsylvania. I believe Miss Mary E. Givens is still commested with the Georgia Department of Archives and History. With kimiest regards.

Sincerely yours,

Laster J. Cappon Secretary.

THE SOCIETY OF AMERICAN ARCHIVISTS

Margaret C. Norton, President Illinois State Library Springfield, Illinois

January 15, 1944

Address Communications to:

Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

Enclosed is a preliminary list of committee appointments. It seems best to wait on the selection of members of the Institution Archives Committee until we have found a chairman. also said there might be other people to suggest for members. I think perhaps it might be well to have this a rather large committee in order to get a number of points of view on the work of the committee. I am still up in the air as to whom to ask to be chairman of the Program Committee. I have thought of Mr. De Valinger or Almon Wright. What do you think of these, or do you have someone else to suggest? If any of the chairmen express a desire to have other individuals on the committees, I will be glad to add these people. In almost every instance there has been a particular reason for the appointment of the new persons mentioned. However, we do not necessarily have to limit the size of our committees. I think our Committee on Program should be organized as early as possible whether or not a meeting can be held, and I see no reason why one cannot be held. I think we should have papers prepared. We may not know for sure until the last possible moment whether or not we can hold a meeting.

You acted perfectly properly in making arrangements for the appointment of Doctor Lawrence Kinnaird, Cultural Attache in Santiage, to act as our representative at the Tenth Chilean General Scientific Congress in Santiago, to be held this month.

Do you think it advisable for the Council to take action this early on the place for the next meeting? It would seem to me that war conditions would somewhat determine that. If as now seems likely, before time for the meeting it would probably be practicable for us to go anywhere East, but impracticable to get to Denver because of transportation difficulties. Also, Denver would involve longer travel by a very large percentage of the persons in attendance, and this would probably not be looked upon with favor by the federal transportation authorities. However, I do think we should accept the invitation to go to

Denver as soon as possible in order to get the benefit of interest on the part of our Western members. Unless you think it advisable to take action at this time, I would like the question of the place for the meeting rest for a few months.

Unless Mr. Harris H. Williams is going to drop his interest in the Society of American Archivists as a result of accepting the new position in Baltimore, I can see no reason why he should not take care of our publicity. A second member should be appointed for the committee representing the Local Committee on Arrangements for the meeting.

23/8

Apparently the future of the American Archivist is the subject of considerable concern on the part of a number of the members. Quite a few of those who have had occasion to write to me since I became President have mentioned it. Apparently the situation is a delicate one. We all have great respect for Doctor Pease's ability and judgment. However, there seems to be some dissatisfaction all around. It is unfortunate that there is not closer collaboration between the Editorial Board, the Committee on Archival Research and the Editor. If there is a question of jurisdiction, certainly the Secretary should not be criticized for obeying the specific instructions of the Council. It seems to me that we have come to the place where we must decide whether we are going to be a learned society or a society to further the technical aims of our profession. That is not very well worded. What I mean is this. Most of the articles in the American Archivist are scholarly articles and as such a great value. However, the young archivist or the archivist of a small struggling archival agency, such as is the case in practically every state, finds little practical help in the columns of the American Archivist. I think we should have scholarly articles, but I think we should always have at least one practical article on how to do something which we all have to do. For instance, as an example of the type of article of which we need more, I would cite the two articles in the first two numbers of the American Archivist by Mr. Smith of the Huntington Library in which he described critically and from the standpoint of comparative method the various techniques which he found in European archives for the repair of manuscripts. As you know, I have given a course on archives twice, and each time I have been conscious of the fact that there are many phases of the actual practical workings of an archives which have never been adequately treated in print; that is, from a comparative point of view. Although we are not able to obtain copies of everything published by the British Records Association I am impressed by the relatively large number of articles on purely technical questions. I think one reason why more archivists do not offer to write for the American Archivist is that they are too humble. They do not feel that they have the time to prepare erudite articles. However, I have yet to visit an archival institution in person where I did not come away with some really practical suggestion for a better means of doing some piece of work. I do not know where the fault lies in this

I do not know whether Doctor Pease is determined to keep the magazine on the level of erudition or whether we archivists are all trying to impress each other with our scholarship. If this society is to be a vital organism, we must decide what kind of a society it is to be and what its functions shall be. I have just received a long letter on this subject from Karl Trever in which he suggests that the President should have "a one-page section in each issue of the American Archivist devoted to comments, suggestions, etc., sort of a President's message". I do not think that this is necessary or perhaps desirable as a continuing policy, but I am inclined to think that possibly I will prepare a short statement for the next issue of the magazine. I have as an excuse the fact that the telegraph company did not give me an opportunity to thank the members for the honor of my election. Possibly I shall stir up a hornet's nest. Personally, I rather hope that I do. I think the society is strong enough now for us to be able to take off our coats, roll up our sleeves and do a little slugging. I am afraid we are going to settle down into a very stodgy institution unless we are very careful. What do you think of the idea of carrying the discussion of the editorial policy of the periodical to the members not from a critical point of view, but from that of trying to find out what they need and what they want? Doctor Pease himself has given us the opening for this in his paper.

Sincerely,

Marguet C-Norton

mon:lk Enc. Miss Engaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Liss Nortons

I am following up the proposals in your letter of January 15 regarding committee eppointments as rapidly as I can. The past week here has been an exceptionally busy one in University matters, so that I am off to a later start on our Society's immediate business than I had hoped. The war records project which I have worked on during the past two years is popping again. I may get out to the kiddle dest next month in this connection and, if so, I shall try to arrange my itinerary to include Springfield.

I agree with you that a Committee on Frogram for 1944 ought to be formed as soon as possible. I am sure de Valinger would make a fine chairman; he was the first choice for 1943, but at the time expected to be called into military service as a commissioned officer so he declined the appointment with regret. I am not so well acquainted with Almon bright. I have this suggestion to make: that it night be well to have as chairman someone connected with the manuscript field rather than with governmental archives, since the two preceding chairmen of this committee, de Valinger and Burt, are in the latter field. An excellent person would be Howard Peckham. As to the place of meeting, I con't think that need be decided in redicted by. I should favor accepting the Columbus, Chio, invitation, since it is in the Middle lest and yet not far removed from our eastern and some of our southern members. Since this invitation was tentative, it would be well to write to Dr. Lindley before long, if the Council should decide on Columbus. I hope very much we can meet in Denver some time, to extend our "influence" more into the Far West.

From your letter and some I have received it is evident that Dr. Fease's reaction to the Council's discussion and action engliterial matters and your letter to the various officers of the Society have produced a good deal of thinking on the subject and I hope it will lead to more contact between the editor, the board, and the Research Committee. I have felt that Dr. Pease's conception of what kinds of articles The Aperican Archivist should include has been too narrow, even allowing for the small quantity of articles he has had on hend. Since the archival profession is new in the United States and our Society includes persons in the historical manuscript field as well as archivists, we have a variety of interests to serve, both technical and scholarly. If, as you say, archivists and curators are too humble, I hope the Committee on Research can change their attitude. I see nonigood reason why the editor himself should not solicit articles, especially if he operates on the principles that the author has no rights. But, if the editorial board is accorded adequate recognition and the research committee is encouraged to do its job, we shall have enough mixture of good minds to effect a broader policy of publication.

I like Trever's proposal of a "president's page" in the journal and I hope

you will fire away. A free-for-all discussion is much needed and ought to help to alsar the atmosphere. And, as you say, Dr. Pease's own paper has opened the way for such a discussion.

I have written to Capt. Gondos to ask the favor that he discontinue Dr. Posner on the Committee on Archival Buildings. I explained the situation about the value of continuity of Dr. Posner's work on the Committee on Writings and on the new Committee on Local Records succeeding that on Training of Archivists. I made the suggestion that he commult with Dr. Posner at their mutual comvenience in the Mational Archives whenever Condos wants Posner's advice on building problems.

I shall write you further on committee matters as we get the personnel lined up. With best wishes,

Sincerely yours,

Lester J. Cappon Secretary

THE SOCIETY OF AMERICAN ARCHIVISTS

Margaret C. Norton, President Illinois State Library Springfield, Illinois

January 27, 1944

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

On the basis of suggestions from a number of sources, I believe I would like to have Mr. de Valinger appointed chairman for the Program Committee. Will you please notify him to that effect and ask him to suggest other persons whom he might like to have on the committee. Among those who have been suggested to me are Herbert Kellar, Christopher Crittenden, Mrs. Virginia Leddy Gambrell, Fred Shipman, P. M. Hamer, Arthur Leavitt, Marcus Price, Almon Wright and Howard Peckham. Several of these I might like to appoint. However, I will follow his suggestions. If Mr. de Valinger is unable to accept the chairmanship, please ask Doctor Peckham to act as chairman.

Perhaps it would be well to take a vote of the Council as to the city we should select for the 1944 meeting, with the understanding, of course, that military developments may force us to change. You may cast my ballot in favor of Columbus. If other members decide on Columbus, please notify Doctor Lindley. If they decide on some other city, notify the appropriate host.

Sometimes I feel that the matter of editorial policy for the American Archivist is making a mountain out of a molehill. However, I am sending Doctor Pease copies of all the letters I am receiving myself on the subject. I know from his letter that he has received letters from several people also. I do not wish him to feel that we are doing anything behind his back in this matter. I think he himself is feeling rather better about the situation, because he seems to feel that perhaps this will stir up members to take a more personal interest in the magazine. I sincerely hope so. He liked the suggestion of my writing the president's page for the next number.

Sincerely,

Margart C. Notton

President

Jammary 29, 1944.

Miss Margaret C. Norton, President, Society of American Archivists, Illinois State Library, Springfield, Ill.

My dear Miss Norton:

I have several matters to bring to your attention regarding the committees of the Society as a result in part of some conversations with Philip Brooks and others in the National Archives this week;

Committee on Collection and Preservation of Materials for the History of Evergencies. Collas G. Harris whom he named as a member of this Committee is now in the Southwest Pacific. I suggest that Vermon G. Setser, who is engaged in historical work in the War Department might be a good substitute. You may know that during the past year or two the astivity of this committee has consisted of a project carried on by the staff of the McCormick Historical Association which is making a clipping file from Chicago daily newspapers on social organizations engaged in war work. I feel that the work of the committee ought to be expanded in some way to tie in with Federal and state activities in the field of war records. The project carried on by the McCormick Historical Association offers no opportunity at present for any activity by other members of the committee. I have suggested to Herbert Kellar that there might be ways in which his committee could cooperate with the program of my committee on State and Local War Records of the American Association for State and Local History. It is quite possible that a man like Setser could effect some coordination in the field of Federal war records.

Committee on Lecal Records. Mr. Burt has accepted the chairmanship of this committee. I have one change to suggest in the personnel of the committee which you proposed. Edwin A. Dawis is on substitute leave and as I understand it, is engaged in some kind of archival study in Mexico City. I am wombring whether Kenneth Hlood in your institution would not be a good nember on this committee since he has so many contacts with local custodians of records.

Committee on Membership. Philip Brooks informed me that since James W. Koffitt was on this committee a few years ago and did not seem to be especially effective in that position, he has suggested Lewis G. Vandevelde

of the University of Michigan, or as a second choice, L. Hubbard Shattuck of the Chicago Historical Society, either of whom would provide representation from the Middle West.

Committee On Meminations. William D. McCaim is now in Italy, and I suppose it is unlikely that he will be available later in the year. Since the constitution provides that the retiring member of the Council shall be chairman of the meminating committee, we may have to ask for special action by the Council to meminate someone else. Since Dr. Radoff will retire the following year, I suppose he should not be chosen totake McCaim's place.

Committee on Publicity. Harris H. Williams happens to be in Charlottesville this weekend. He has accepted the chairmanship of this committee, and I have discussed with him his proposed activities. It has occurred to me that it would be advisable to have another member of this committee, preferably semeone in the Hational Archives, since that institution is such an impertant center of information. There is also the advantage that proximity to Baltimore would make it possible for Mr. Williams to confer with the other member. Following the suggestion of Failip Brocks and Marl Trever, I should like to propose Mrs. Elizabeth Hamer for this position.

Committee on International Relations. I happened to see Gaston Litton in the National Archives. From my conversation with him I believe he could be persuaded to continue as Chairman of this committee. I believe it would be highly desirable to have him, since he has outlined an excellent program for this committee. It is difficult to find people directly interested in this field who are also members of the Society. That would you think of Mrs. Ignes d'Araujo, in order to provide a direct contact in Latin America? Litton suggested a max in the History Department of Morkhwestera University (I can't recall his name) who has taken I. J. Gox's place. This man is not a member of the Society, but Litton thinks he would be interested to join.

I shall write you again as soon as further developments have occurred.

Sincerely yours,

Lester J. Cappan Secretary.

THE SOCIETY OF AMERICAN ARCHIVISTS

Margaret C. Norton, President Illinois State Library Springfield, Illinois

February 3, 1944

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

Thank you very much for your report on the personnel of the committees. Please make the following changes in accordance with your suggestion:

For the Committee on Collection and Preservation of Materials for the History of Emergencies, please substitute for Mr. Collas G. Harris Mr. Vernon G. Setser.

Committee on Local Records. For Mr. Edwin A. Davis substitute Mr. Kenneth Blood. I hesitate somewhat to appoint Mr. Blood because he is not only on my staff but is one of four other members of my staff who are members of the Society. However he is a live wire, and I believe will be good on this program.

Committee on Membership. Substitute for Mr. James W. Moffitt Mr. L. Hubbard Shattuck of the Chicago Historical Society.

Committee on Publicity. Please add the name of Mrs. Elizabeth Hamer to this committee. I wanted to place her on this committee but hesitated to propose it because you had indicated that it might be well for Mr. Williams to be on the committee alone.

Committee on International Relations. Please reappoint

Mr. Gaston Litton as Chairman of the Committee on International
Relations. For the moment I do not seem to be able to find the
names of other persons who have served on this committee. I
would like to appoint Roscoe Hill of the Department of State to
this committee. He probably has had wider personal contacts
with South American archivists than other members of the Society.
I am a little dubious about the appointment of foreign members
on this committee. The comments of several Brazilians who have
known Mrs. Ignez d'Araujo would indicate that her appointment
might cause some feeling in Brazil. She is now connected with
the International Business Machines Corporation and is not a

Government employee. You may recall that the Council raised the question of honerary membership for certain South American archivists. Doctor Buck very wisely pointed out that we need to be very cautious about such matters because of possible reactions from our Department of State. It is my feeling that it would be unwise at this time to appoint one South American out of all those from a number of South American countries even though she might be a member of the Society. If Mr. Litton wishes to appoint the Northwestern man, tell him to go ahead. I do not recall his name at this time, either.

Nominations Committee. Please circularize the members of the Council for advice on what to do about appointing a chairman for this committee. I should think in this emergency it would be all right for the President to go ahead and make the appointment, but then again it might cause criticism. Therefore, you had better hold up all appointments to that committee until we get this problem settled.

Sincerely,

Margare c. Norton

mcn:lk

Miss Wargaret C. Norton, President, Society of American Archivists, Illinois State Library, Springfield, Ill.

Dear Mas Norton:

Since I last wrote you I have received a letter from Dr. Richard B. Morris, a copy of which I enclose. I had an opportunity to discuss Morris' suggestion recarding an advisory body on Municipal Archives of the Society with Milis Brooks, Oliver W. Holmes and Gaston Litton, who are familiar with the situation in Few York City. It was Holmes' suggestion, which the rest of us thought a good one, that the Society establish a Committee on Municipal Archiveschich would be concerned with the whole field, and devote part of its attention to the situation in New York City. It was felt that a special committee on that problem alone might seem to be too much in the neture of a pressure group, and that the prestige of the Society would be more effective by acting through a general committee on municipal archives. Such a committee might contain one or two members from New York City or New York State, like Arthur Pound, Herman Robinton and Richard B. Morris. Wisa Rebecca Rankin represents the institutional membership of the Municipal Reference Library of New York City, but since she is in the center of the picture it was felt that the committee might do more good if she were not a member. Inother person suggested was Professor Leonard D. Thita, of the University of Chicago. He is not a member of the Society, but he might be very much interested in the situation in New York, and I am sure he is generally concerned with municipal archives in connection with his interests in the field of Administrative History. At present we have very few members whe are directly interested in this virgin archival field. One of our new members is Miss Beatrice Decker. Archivist of the City of Portland. Oragon. I shall be much interested in your reaction to this suggestion.

Dr. Brooks has given me a copy of his letter to you of February 2 regarding your report of 1942 as Chairman of the Subcommittee on Archives of the American Mistorical Association Committee on Historical Source Materials. I gathered from his letter that your report contains a number of stimulating suggestions which could be carried further by this Society' Committee on Public Relations. Last year this committee under the chairmanhip of Miss Winnie Allen member you off on a tangent with regard to the collection of war records in the states which to a large extent duplicated the work which has been done during the past two years under the auspices of the National

Committee on the Conservation of Caltural Resources with some financial support by the Social Science Research Council in a grant which was made to me. I thought it might be helpful if I could read your report and pass on the suggestions to the Committee on Public Relations this year. Although this committee has been in existence for a number of years, apparently it has never accomplished very much.

I have a further suggestion to make with regard to the chairmanship of the Councittee on Nominations. It occurred to me that we might perhaps suggest to the Council that since Dr. McCain, the retiring member and therefore automatically the chairman of the Councittee on Nominations, is overseas, that the Vice-President of the Society might be appointed in his place since his term of office emis at the same time and he quite probably would not be remominated. I think these conditions apply especially to Julian P. Boyd as Vice-President since his work on the edition of Jefferson's writings will take most of his time and I doubt whether he would consent to be renominated for that reason. There may be some objections to this proposal, and I simply make it as one possible solution to the problem.

Dr. Alexander J. Wall has informed me that he will be unable to serve as a member of the Committee on Filing Equipment because he has not been im good health.

I am writing to the numbers of the Council to ask for the consensus of opinion on the place of the 8th annual meeting; I am also submitting a list of recent applicants for membership. Enclosed is a copy of this letter.

Sincerely yours,

Lester J. Cappon Secretary. February 11, 1944.

Miss Margaret C. Norton, President, Society of American Archivists, Illinois State Library, Springfield, Ill.

My dear Miss Norton:

I have a few matters to report in connection with committee personnel. Herbert C. Schulz of the Huntington Library ways that he does not feel his experience and knowledge qualify him for service on the Committee on Filing Equipment. I shall be glad to have a further suggestion from you for this committee. Leon de Valinger has declined the appointment as Chairman of the Program Committee because of pressure of additional work in the Delaware Hall of Records and a continuance of his part—time graduate study, therefore I have written to Howard Peckham. Miss Suda L. Bane has declined application to the Membership Committee. I am asking Philip Brooks for further nominations.

Dr. Brooks has raised the question of what the Society might do to intensify the interest of the War Production Board in the preservation of historical manuscripts and other raterials which may be carelessly destroyed in the course of the paper salvage campaign. Nearly two years ago the Committee on Conservation of Cultural Resources distributed 10,000 copies of a broadside on this problem, but the paper shortage did not materialise to any great extent at that time. Now that the shortage is serious, the CCCR is no longer in existence.

I should like to pass on to you the suggestion that you as President of the Society might write a letter to the War Production Board. Dr. Brooks may send you some further information on the paper salfage campaign. He enclosed a quotation from the annual report of the Canadian Historical Association on this matter which I am forwarding to you.

It seems quite likely now that I shall make a trip through part of the middle west in the last week of February and the first week of March. I shall have to be back in Charlottesville for the new semester beginning March 6. I am hoping I can arrange to go through S pringfield in order to see you, and according to a very tentative schedule at present I hope I can be in Springfield on Saturday, March 4, on my way back.

Sincerely yours,

Lester J. Cappon, Secretary.

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THE SOCIETY OF AMERICAN ARCHIVISTS

Margaret C. Norton, President Illinois State Library Springfield, Illinois

February 11, 1944.

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

As you suggest, it might be helpful to have an Advisory Committee on Municipal Archives. In accordance with your suggestions I would like to appoint Doctor Richard B. Morris, Chairman; Dr. Arthur Pound, and Miss Beatrice Decker. I would also like to have Professor White on the committee, but I believe if he is not a member I cannot under the constitution appoint him to a committee. I don't seem to have a copy of the constitution at hand (may I have one?). It is my recollection, however, that officers and I think also committee members must be members. Possibly Professor White would consider joining the Society, since he has spoken before and knows a number of members. Certainly his field of interest should bring him very close to us. Possibly our Membership Committee could handle that.

I have only the one copy of my 1941 report as Chairman of the Sub-committee on Archives of the American Historical Association. Since you think it will be of interest to you I am enclosing it in this letter. I would like to have it returned, however.

Why not pass on to members of the Council your suggestion that possibly the Vice President of the Society be requested to act as Chairman of the Committee on Nominations in place of Doctor $McC_{\rm B}$ in. I think we should at least circularize the Council for their ideas as to how to handle this.

Please cast my ballot in favor of the acceptance of applicants for membership as listed in your letter of February 4, 1944.

Please appoint Doctor Grace Lee Nate of Minnesota on the Committee on Equipment to take the place of Doctor Wall. I am sorry to hear that he is still ill. His illness has lasted so long that I am afraid that it is more serious than I had realized.

Dr. Cappon. 2-11-44.

Recently two numbers of our American Archivist seem to have disappeared. They are October 1938 and October 1940. I have two extra copies of April 1938; also several extra copies of January 1942. Would it be possible to make an exchange for our missing numbers? If you do not think that is a wise policy, do not hesitate to say no.

Sincerely,

Margaret C. Norton

President

mcn:1k Enc. February 15, 1944.

Miss Margaret C. Norton, President, Society of American Archivists, Illinois State Library, Springfield, Ill.

Dear Miss Norton:

This is to asknowledge receipt of your letter of

February 11th and the earbon copy of your report as chairman of the
Sub-Constitute on Archives of the A.H.A's Constitute on Historical Source
Exterials for 1941. I am sure this report will be helpful to me in
writing to the chairman of our Committee on Public Seletions. I shall
return the report to you in due time.

To date I have heard from Boyd, Brooks, Buck and Radoff regarding the choice of location for the 8th annual meeting. Radoff is the only one who favors Harrisburg. Dr. Buck says he is "On the fence" as between Harrisburg and Golumbus and has asked me to serve as his proxy using my own discretion in the matter. With your vote and mine also for Columbus we have a unjority in favor of that city. It is my guess that Herbert Kellar will also favor Columbus. I think I had better write to Dr. Idadley in the near future.

Fith regard to your missing copies of The American Archivist, I am sorry that October, 1938 is cut of print. I can supply you with a copy of October, 1940, and I shall be very glad to have a copy of April, 1938 in exchange since it is also out of print. I am sending you the October, 1940 copy under separate cover.

Sincerely yours,

Lester J. Cappon Secretary.

THE SOCIETY OF AMERICAN ARCHIVISTS

Margaret C. Norton, President Illinois State Library Springfield, Illinois

February 15, 1944

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

It would be very helpful if you could plan to include Springfield on your scheduled visit to the Middlewest. If you have to be in Charlottesville by March 6th, however, you cannot make it if you are here on the 4th. It takes a long time to change railroad stations in Chicago these days and trains are so badly off schedule that I doubt very much if you could make any kind of connections. If you will write me more about your itinerary, perhaps I can help you.

Possibly you could schedule your visit here at the beginning instead of at the end of your trip. If you are coming by way of St. Louis, the first trains getting to Springfield in the morning from St. Louis are the Abraham Lincoln on the Alton Railroad and the Green Diamond on the Illinois Central. Both get here approximately at a quarter to eleven if they are on time. The Green Diamond has all seats reserved, even the coach seats. The Alton road is the handiest to the Archives Building. Both trains take approximately 90 minutes from St. Louis.

Leaving here for Chicago there is a two o'clock train on the Alton, also one a few minutes later on the Illinois Central. Of course, these would not interest you. The only train out of here later in the afternoon is the Ann Rutledge on the Alton which leaves at 6:18 and arrives in Chicago about 9:30 P.M. This goes in to the Union Station. I believe you have to change stations for the Chesapeake & Ohio whichever road you go on.

If you are coming down from Chicago the early trains on the two roads leave Chicago between 8:00 and 8:30 and arrive in Springfield around noon. The next trains leave Chicago around 11:00 and arrive sometime after 3:00. The most popular trains, also streamliners, on both roads leave Chicago about 4:50 and arrive in Springfield about 8:00.

Probably it would be necessary for you to spend the night

in Springfield. The Abraham Lincoln and Leland Hotels are our best hotels. It is advisable to make your train and hotel reservations in advance.

Please let me know your plans as soon as possible, because if you do not come I may go to Chicago the week-end of March 4th. If you could possibly manage it that way it would be nice if you could spend Friday, March 3rd here, and then go up to Chicago with me on the 4th. However, I do very much want you to visit Springfield to see our Archives, and this trip to Chicago is not one that I am very much interested in. It is a Regional Conference of Librarians which I am attending more as an excuse to get to Chicago than for anything else. Therefore, if you still find Saturday the most convenient time to come, come right along.

I have not yet given consideration to committee appointments in place of Mr. Schulz and Miss Bane. I will write you on this point in a few days.

I am a little at a loss to know what you have in mind that I should write to the WPB in relation to the paper salvage campaign. We are rather glad of that here, because a number of the departments are taking the time to weed out their correspondence files. So far as I know, no department is using this as an excuse for destroying actual records. Please give me further ideas on this subject.

Sincerely,

Margaret C. Norton

President

mcn:1k

Margaret C. Norton, President Illinois State Library Springfield, Illinois

February 24, 1944

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary
The Society of American Archivists
University of Virginia Library
Charlottesville, Virginia

Dear Dr. Cappon:

le Kham

After consultation with Dr. Howard Peckham, chairman of the program committee, I wish to appoint the following members of that committee to serve under Dr. Cappon: Philip M. Hamer, Herbert Kellar and Miss Alice E. Smith of the State Historical Society of Wisconsin. If the Council decides to go to Columbus please add Mr. Harlow Lindley to the list of committee members.

After thinking over the problem of the chairman of the nominating committee and re-reading the constitution I can not see that legally there will be any way of nominating officers for the next year in the absence of Mr. McCain except by nominations from the floor at the meeting. It seems to me that possibly the best way of handling this would be to have the secretary canvass the membership by mail as is usually done by the chairman of the committee, and to report a tabulation of the suggestions to the business meeting. I see no reason why it would not be proper to appoint a committee of one to assist the secretary in canvassing the members.

I think we should also plan to submit an amendment to the constitution to take care of the situation in the future, and suggest that you draft such an amendment. I question whether Dr. Boyd in his capacity, as vice president, could properly act as chairman of a so-called nominating committee; however, I believe he could if he were willing, act as your delegate in the matter. Perhaps by the time we have heard from other members of the Council some better suggestion will come forward.

was much must

Philip Brooks has suggested that Arthur E. Young and Jessee E. Boell of the National Archives have current experience with the problem. Neither are members of the Society but Mr. Brooks thinks that they would be willing to join. I would suggest that you sound these two out on this subject. I think we should have a National Archives representative on this committee if possible.

Dr. Lester J. Cappon

February 24, 1944

Thank you very much for the copy of the October 1940 issue of The American Archivist. My copy of the April 1938 sent necessarian exchange should reach you shortly.

I am looking forward to your coming to Springfield in the near future. Personally, I would like to have you come at the time you originally planned to be here, but if possible, a day earlier than that so you will be sure to make your Chicago connections. I do not now think I will go to the meeting in Chicago.

Sincerely,

Margaret C. Norton

President

mon:w

Margaret C. Norton, President Illinois State Library Springfield, Illinois

March 2, 1944

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon c/o Mrs. Jesse Cappon 2376 North Sherman Blvd. Milwaukee. Wisconsin

Dear Dr. Cappon:

We will be looking for you Saturday. If you get a chance, drop me a line as to what train you will come in on, and what time, so I can meet it.

The Archives Building closes at noon on Saturday, and As the first trains in from Chicago arrive at practically the same time, i.e., about ten minutes of 12:00 on both the Illinois Central and the Alton Railroads, which are several blocks apart, It will be difficult for me to meet you unless I know which train you will be coming upon.

If we miss connections I suggest that you first try to reach me at the Archives Building by 'phone, number 6611-extension 598. If you do not reach me there, wait until about a quarter after 12:00 and call me at my home. My home 'phone number is 5376. I will then meet you with my car and we will go out and have lunch together.

Please do not feel that you are keeping me from doing anything which I really wanted to do. There is the conference in Chicago, but I was very much dreading the train trip over the week-end and I am really glad that I am not finally having to go. I am looking forward to seeing you.

Sincerely,

Margart C. Norton

President

mcn:w

March 9, 1944.

Miss Pargaret C. Norten, Archivist, Illinois State Library, Springfield, Illinois.

My dear Miss Norton:

First I want to tell you how much I enjoyed your kind hespitality while I was in Springfield last Saturday. I wish we had opportunity more often to discuss the problems of the Society by word of routh rather than having to depend upon correspondence.

The train was quite late arriving at Alton, but my friends were there to meet me and they took me on to St. Louis Sunday morning.

The Council members from whom I have heard on the question of what to de about the Hominating Committée have offered such a variety of proposals that there seems to be no clear agreement on what should be done. Dr. Buck writes that it is his opinion "That the Council is fully authorized to take any steps that it may deem necessary to deal with a situation that is not provided for in the Constitution." He suggests that the Council authorize you to appoint the chairman of this committee and that it also propose that one of the three ex-Presidents of the Society might properly be callected.

To my mind, the best suggestion has come from Julian Boyds that we stick to the letter of the law with McCain as chairman of the committee. Two other members of the Society not on the Council could then be appointed to the committee and could originate and carry through all of its work, perhaps referring their decisions to McCain for his approval. If this procedure were started at once it might be possible to obtain McCain's vote before the annual meeting. I feel that this is a very practical proposal and does not involve asking McCain to resign in order that someone also may be chairman. I do not favor referring the question of final nominations to the members of the Society by mil because I believe the returns would be very limited and we would not be much better off than by trying to turn over the question to the Society at its annual meeting. I shall be glad to have your further advice on first purplexing question.

With many thanks for your kindness while I was in Springfield, I remain

Cordially yours,

Lester J. Cappen Secretary.

Margaret C. Norton, President Illinois State Library Springfield, Illinois

March 14, 1944.

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary The Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Dr. Cappon:

You may change my vote to Harrisburg for the next meeting of The Society of American Archivists. I rather had a feeling that Dr. Lindley prefer we should not come this year.

I am inclined to believe that Julian Boyd is right and that we should leave McCain as chairman of the nominating committee and appoint two other members of the Society not on the Council to the committee. Dr. McCain could then delegate one of these to act as vice chairman. Or, if we can not get in touch with Dr. McCain I might name that person as vice chairman subject to Dr. McCain's wishes. I will give this further consideration and send suggestions a little later.

Sent 3/24/44

My secretary says that I am getting low on Society stationery. Evidently I have written more letters than I should have. Could I have a little more please?

Your visit was such a hasty one that I can hardly realize you were here. Miss Rogers and so many of the Library staff were in Chicago that week-end that I had no opportunity to offer you any hospitality at all as I would like to have done. However, there will probably be another visit.

Sincerely yours,

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PRESIDENT

Tartin

Herch 24, 1944.

Miss Margaret C. Merten, Archivist, Illinois State Library, Springfield, Ill.

Dear Mas Norton:

Since the majority of the Council has now voted to hold the Righth Annual meeting of the Society at Harrisburg, Fa., I am writing today to Dr. Sylvanter K. Stevens to inform him of this decision and to find out whether we can go shead with tentative plane.

Hips Alace E. Smith has declined to serve on the Program Committee and I have written to Howard Peetham to ask him for further suggestions.

A few days ago I received a V-mail letter from William D. McGain. From his letter I gathered that he way have some chance of attending the next annual meeting and prefers Harrisburg, probably because he expects to be in Washington by that time. Having heard from him, I em glad that we have decided to proceed with the Mominating Committee as usual. I am writing McGain today to remind him that he is automatically Chairman of the Mominating Committee and to ask whether he prefers to have the other two numbers take the Traponsibility for the work of the Committee.

You will be glad to know that both Leonard D. White and Arthur Pound have ascepted appointment to the Committee on Municipal Archives. Dr. Pound informs no that "I am leaving my post as State Mistorian on the lat of April to undertake historiaal work of another kind, and so you may not want me in that particular miche. Movever, I shall be glad to serve you in the cause otherwise." I think it will be wall to have him on the Committee whatever his official position is. I am curious to know what his new job is to be.

I am sending you under separate cover some more stationery.

Sincerely yours,

Leater J. Cappon, Secretary.

April 6, 1944.

Miss Margaret C. Morton, Archivist, Illinois State Library, Springfield, Illinois.

Dear Miss Nortem:

I have recently received a letter from Professor William T. Hutchinson of the University of Chicago an Chairman of the 1944 Program Committee of the American Historical Association, expressing the hope that the Society of American Archivists will meet jointly with the A.H.A. again. He wants to have the name and address of the Chairman of this joint session, and I am writing for your advise on the matter. Since the Convention will meet in Illinois, it occurred to me that it would be appropriate and sivuntageous to have a program on the subject of local archives in relation to State archives or the State archival program. We might get him. Burt or semsons else on the Committee on Local Records either as Chairman of the mession or as a speaker on the program. This is just a suggestion on my part. I feel it is a subject that needs more emphasis.

While at the National Archives last week I had a brief conference with Gasten Litten regarding the personnel of his Committee on International Relations. Phil Brooks also gave us the benefit of his advice. The following people were proposed, all of whom are not members of the Society, but Phil hopes to interest them in joining: Professor Irving A. Leonard, Department of Romance Languages, University of Michigan; Professor James F. King, Department of History, Northwestern University; Dr. Laurence Kimmird, Gultural Attache, American Habasy, Santiage, Chile; Professor Englis Sluiter Department of History, University of California, Barbeley. There is no rule of the Society which requires these who serve on committees to be members. I do not like to see a Committee composed almost entirely of normal sumbers, but at present we are rather up against it in the field of this committee. Incidentally Dr. Bemis, who previously served on this Committee has recently resigned from the Society in order to reduce his obligations.

I am emelosing herewith a list of the Committees of the Society and their personnel to date. As I told you in Springfield, Walter Hussdorfer accepted the Chairmanship of the Committee on Institutional Archives. My Western trip delayed my reply to his latter, and I me waiting for suggestions from him regarding the personnel of the Committee.

I have received a reply from Sylvester K. Stevens who extended the invitation to the Society to meet in Harrisburg on behalf of the Pennsylvania Historical Society and the Pennsylvania Federation of Historical Societies.

I believe these organizations will be glad to proceed and he will write me again as seen as he can give may definite information consuming their reaction and possible highly familities. Wether the meeting should be held in October or November will probably depend partly upon the situation in Harrisburg and partly upon later measureds issued by the Office of Defence Transportation. With kind regards,

Simewrely yours,

Lester J. Gappen Secretary.

Bee.

ILLINOIS STATE LIBRARY SPRINGFIELD

EDWARD J. HUGMES

SECRETARY OF STATE AND STATE LIBRARIAN

HELENE H. ROGERS

ASSISTANT STATE LIBRARIAN

April 14, 1944.

JESSIE JENKS

ADULT EDUCATION
MARGARET C. NORTON
ARCHIVES
CHARLOTTE RYAN
EXTENSION SERVICE
HARRIET M. SKOGH
GREFAL REFERENCE

Dr. Lester J. Cappon, Secretary The Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Dr. Cappon:

Enclosed is an order for three volumes of the AMERICAN ARCHIVIST for the University of Kentucky Library.

Please send literature on The Society of American Archivists to Mr. Albert H. Schneider, P. O. Box 592, Arcadia, California. Mr. Schneider is a man who specializes on repair of county records, working throughout the Pacific Coast area. He has just sent me a very valuable article entitled "Observations on Filing Real Estate Maps". This article appeared in greater part in the January 1944 issue of the National County Officer magazine. He also writes other articles on the care and preservation of records for this magazine. I am trying to get him to join The Society of American Archivists.

I note the vacancies on our committees. Unless you think it is too early, I would like to appoint on the auditing committee. Phillip Hamer, Chairman; Christopher B. Coleman and Edna Jacobsen.

Collection and Preservation of Materials for the H_1 story of Emergencies- I believe I will let this committee rest as is.

Filing Equipment- Neither Mrs. Gambrell nor I, seem to be able to find experienced people for this committee. You spoke when you were here of the possibility of getting Arthur E. Young or Jesse E. Boell to join the Society and then be appointed to this committee. Has anything been done along that line?

Institutional Archives- Has Mr. Hausdorfer indicated other people whom he wishes to serve on his committee? I notice you have marked Thomas Spence. I do not know who he is. I suggest for other members: William Overman, Rev. Thomas T. McAvoy and Jean Stephenson. However, if Mr. Hausdorfer has other ideas that is all right with me.

The committee on International Relations— I am agreeable to the appointment of any, or all of the persons mentioned in your letter of April 6. It is desirable, but I believe not essential, that committee members be members of the Society. For any other committee I would feel that non-members should not be appointed. However, these men are outstanding men in the field of international relations and if they are willing to serve, I think should be appointed.

Dr. Lester J. Cappon

April 14, 1944

Nominations committee- In addition to Mr. McCain, I would like to suggest Mr. Harlow Lindley as vice president and Mrs. John Trotwood Moore as the other members of the committee. Both have been members of the Society from the beginning and are familiar with the personnel.

Program committee- I am awaiting further recommendations from Mr. Peckham.

I hope the plans to hold the meeting at Harrisburg will go through. Please let me know when you hear from Mr. Stevens.

III.	Sincerely yours,
c	
n	Margaret E. Norton
*	Q
₩	President

Encls.2

April 15, 1944.

Miss Margaret C. Morton, Applivist, Illinois State Library, Springfield, Ill.

Dear Miss Norton:

I have just heard from Sylvester K. Stevens that it is agreeable with everyone conserned that the 8th Annual mosting of our Society be held at Harrisburg, Pa. through the invitation of the Pennsylvania Historical Association and the Pennsylvania Federation of Historical Societies. Stevens informs me that "Pennsylvania is embarking on an extensive plan for commonstring the 300th ammiversary of the birth of Milliam Penn on October 24." He suggests therefore that it would be preferable to hold our meeting early in Hovember. I see no objection to this proposal, and I think we sught to meet at such time as suits the convenience of the people in Harrisburg.

I have written to Howard Peekham to suggest that W. Heil Franklim be included in the Program Committee. The Society has followed the pelicy of including in the Program Committee the Chairman of that Committee of the previous year in order to earry over ideas which might be reconsidered for the current program. I am sure Doctor Franklim would be a fine asset to the Committee. With kindest regards.

Sincerely yours,

Legter J. Cappen Secretary.

P. S. I intended to suggest to you that Sylvester K. Stevens be appointed chairman of the Committee on Local Armingements of the 1944 meeting; and that he be asked to select the members of this committee to serve with him.

Margaret C. Norton, President Illinois State Library Springfield, Illinois

April 21,1944.

Address Communications to: Lester J. Cappon, Secretary University of Virginia Library Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary The Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Dr. Cappon:

I am glad to hear that Harrisburg has been finally decided upon for the next meeting of the Society. I read in one of the columns a day or so ago, that civilian travel is to be rationed beginning June 1; if so, we probably will not be able to hold the meeting. I think however, that Mr. Peckham should insist that the persons asked to take part in the program write their papers now for publication in the American Archivist; otherwise, I am afraid our editor, with his policy of non-solicitation of manuscripts will have to close down the Periodical.

Mr. Franklin should certainly be included in the program committee. It was an oversight if I failed to name him. I should also like to have you appoint Sylvester K. Stevens as chairman on the committee of local arrangements of the 1944 meeting, and authorize him to select the members of the committee to serve with him.

Sincerely yours,

Mayaut c. Norton

PRESIDENT

mcn:w

8 May 1944

Miss Margaret C. Morton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Nortons

I am sorry to be so tardy in replying to your letters of April 14 and 21. The loss of my part—time secretary who helped with the Coursepond—ence of the Society and the pressure of other work have resulted in serious delay in trying to keep up to date.

Sylvester Stevens has informed me that the "dutes available for a Harrisburg meeting are limited to November 9 and 10, Thursday and Friday, which I have reserved." I think we should go shead with our plans on that basis and take our chamees on whatever orders may be issued by the Office of Defense Transportation.

I have written to Harlow Lindley about his appointment as vice-chairman of the Committee on Nominations and to Mrs. John Trotwood Moore about serving with him. I have received another V-Mail latter from Captain McCain advising us to proceed with this Committee as suggested.

The status of the Program Committee is as follows: Philip Hamer, W. Emil Franklin, and Herbert A. Kellar (I feel sure Herbert will serve but I have not heard from him). Howard Peakham suggested to me recently that Dorothy C. Barck be included; also William D. Overman or Christopher Coleman or Whitney Cross of Cornell. Overman has been asked to serve on the Committee on Institutional Archives; Cross may be drafted, I heard recently. I think we ought to have someone representing state archives. I have no information from Peakham about an outline of the program with proposed subjects and speakers.

I think we had better let the Committee on Filing Equipment stand as it is, with Grace Nute and Ers. Gambrell. I have heard nothing further about Mesers. Young and Boell as prespective members of the Society.

May I have your advice on the proposed joint session of the Society with the A.H.A., as discussed in my letter of April 61

We now have our first life members Lt. Col. Handy B. Fant, who has transferred from annual membership. I have asked Phil Brooks to send information on the Society to Albert H. Schneider.

I'll write to you again soon. Kindest regards,

Sincerely yours.

ILLINOIS STATE LIBRARY SPRINGFIELD

EDWARD J, MUGHES
SECRETARY OF STATE AND STATE LIBRARIAN
HELENE H, ROGERS
ASSISTANT STATE LIBRARIAN

May 12, 1944.

JESSIE JENKS
ADULT EDUCATION
MARGARET C. NORTON
ARCHIVES
CHARLOTTE RYAN
EXTENSION SERVICE
HARRIET M. SKOGH
GENERAL REFERENCE

Lester J. Cappon, Secretary The Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Mr. Cappon:

The dates November 9 and 10, for the Harrisburg meeting will be satisfactory. I am sorry that I omitted saying, as I had intended to do, that I heartily approve the proposed joint session of the Society with the American Historical Association. It is my understanding that the Council of the Society selects the meeting and prepares the program for this meeting which is generally a luncheon.

It seems to me that we should plan to have a paper meeting whether or not we actually can make these trips; that is, that the papers should be prepared.

I think we should leave the personnel of the program committee to the chairmain, Mr. Peckham, because by this time he must have more or less formulated his ideas as to the type of program he is planning. I would be very glad to have Dorothy Barck on the committee; also, Mr. Overman, Mr. Coleman and Mr. Cross. Mr. Coleman has had a good many years experience as program chairman for the conferences of historical societies. However, it has been my experience with him, that he is always too busy to do much committee work. Since Mr. Overman is also on the committee on institutional archives, I would think it just as well to leave his name off, but as I said before, I am willing to abide by Mr. Peckham's wishes.

Congratulations upon getting a life member. I do not happen to know Col. Fant. Who is he?

Sincerely yours,

Margaret C. Norton

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Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Kiss Norton:

Harris H. Williams has resigned as chairmen of the Committee on Publicity because the departure of the librarian of the Peabody Institute Library to join the armed services has put a heavy burden of work on Filliams. I discussed the personnel of the Committee with Thil Brooks in Washington last Saturday. I think hims. Hamer might take over the chairmanship Roger Themas of the Maryland Hall of Records would be a good member; Phil also suggested Sherred East, formerly of the National Archives, now with the War Department. I recommend a conmittee of three as above.

As I understani it, the Council does not have to take action on the joint session of the Society with the AHA. A chairman ought to be appointed with perhaps some suggestions regarding the program. What do you think of my proposal on local records, as stated in my letter of April 6? I believe Illinois is most active in this field. What other states are doing something along this line and could we get a discussion from several points of view?

Julian Boyd has sent me a copy of a letter which he has written to eight publishers whom he knows to raise objections to the drastic program for paper salvage adopted by the Publishers Salvage Committee, as set forth in an article in <u>Publishers' Weekly</u> of May 6th. He suggests to the publishers that before they dispose of their files, they call upon the ALA, AHA, and the Society of American Archivists for their professional opinions. It occurred to me that it would be advisable for our Society to send to the Publishers Salvage Committee an official statement of our attitude, either through a letter from you as President or through formal action by the Council. The former procedure would take lass time. I am enclosing herewith a copy of Beyd's letter to Mr. Alfred A. Empf.

Our first life member, well- Handy B. Fant, is with the War Department in Washington.

Sincerely yours,

Lester J. Cappon Secretary

Margaret C. Norton, President Illinois State Library Springfield, Illinois

May 23, 1944.

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary The Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Dr. Cappon:

I concur in your suggestion that Mrs. Hamer be made chairman of the committee on publicity, with Roger Thomas of Maryland, and Sherrod East, of the War Department, as the other members.

I suggest that Mr. Burt be made chairman for the joint session of the Society with the American Historical Association. I think it might be interesting for him to arrange for a panel discussion of what the various states are at present doing in the matter of encouraging better care for local archives. New York, North Carolina and Illinois are particularly active just now, but possibly some other states also have plans. Will you please ask Mr. Burt if he can arrange for this?

Dr. Pease might be a good speaker because he seems to keep up with the subject of local archives. However, I leave that to Dr. Burt.

Julian Boyd also sent me a copy of the letter which he wrote to publishers, raising objections to the program for paper salvage. I replied that I did not feel that I was sufficiently familiar with the type of records kept by publishers to write an intelligent letter on the subject, but told him that if he would draft a letter for me to send, and also give me a list of people to whom it should be sent, that I would be glad to send it over my signature as president of the Society.

Sincerely yours,

Margaret C. Norton

PRESIDENT

mcn:w

Margaret C. Norton, President Illinois State Library Springfield, Illinois

May 24, 1944.

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary The Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Dr. Cappon:

Mrs. Hall has again written to me instead of to you, inclosing her check for \$5.00 for the dues of her husband, Thomas Hall. I hereby, forward your letter to her and her check.

I was thinking that a couple of years ago, the Council made some arrangement for suspended memberships for our members in military service. I do not remember whether we merely decided to hold copies of the American Archivist for them until they returned, and paid up their dues, or whether we were going to remit a part of their dues.

Will you please set me right on what the policy is in relation to our members who are in the armed services and therefore, unable to keep up their membership dues.

Sincerely yours,

PRESIDENT

mcn:w

Encls. 2

13 June 1944

Miss kargaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I have had to concentrate on some war records work recently and therefore the Society's business has been delayed. Er. Burt writes that he will be unable to attend the AHA meeting in Chicago and after talking the matter of the joint session with Er. Brewster, State Librarian, "we feel that this position as Chairman to arrange the program for the joint session should go to a person nearer the scene of operations and one who is intimately connected with Local Records Projects in Illinois. We would therefore like to suggest that Eiss Norton accept my resignation and that she appoint Mr. Blood who is in close contact with this work...."

I do not have any further suggestions at this point and should prefer to leave the decision in this matter entirely up to you.

Mrs. Hanor has accepted the chairmanship of the Conmittee on Publicity in place of Ar. Hilliams and I hope we can get up some momentum on this business during the coving months.

The dates of the eighth annual meeting have been shifted from the 9th and 10th to the 8th and 9th of Fovember. Apparently Sylvester Stevens didn't understand that we were contemplating a two-day meeting ending with a joint session with the American Association for State and Local History, and so he had scheduled their meeting for the 10th. Several Ponnsylvania organizations are going to meet there en the 11th. I have informed Howard Peckham. Since the ODT is clamping down on government employes attending meetings, the National Archives people won't be able to participate this year. It may be necessary later to limit our meeting to one day if commitments for the program become too difficult.

You have asked about suspended memberships for persons in the armed forces. At the Princeton meeting the Council revoked its former action so that we have no special provision of this kind. You will find a record of this action in the Minutes of Nev. 15, 1943, printed in TAA, Jan. 1944, pp. 63-64. Thank you for forwarding the check for Thomas Hall's membership dues.

Cordially yours.

Lester J. Cappon

P.S. Albert H. Schneider has applied for membership and sent his check.

Margaret C. Norton, President Illinois State Library Springfield, Illinois

June 21, 1944

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Lester J. Cappon, Secretary The Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

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I have just received a letter from Mr. Herbert O. Brayer of Colorado. He has been made chairman of the program committee for the American Association for State and Local History. Personally I feel rather strongly that all conventions which are not absolutely vital to the war effort should be abandoned for this year. If the National Archives can not be represented I do not see how we can get enough of a crowd to justify attempting to hold the meeting. However, we can let this matter ride until we see how the war is going in the fall.

It is a disappointment that Mr. Burt will be unable to attend the American Historical Association meeting in Chicago. I trust that Mr. Burt was not meaning to resign as chairman of the committee on local archives, which resignation I would not be willing to accept, but merely declining to act as chairman in Chicago. There are a variety of reasons why I think it would be impolitic to appoint Mr. Blood as chairman for the meeting. Probably it would be better to give up the idea of having a program on local archives, though it seems to me that this might be an appropriate time. I have forgotten whether you presented the program for your war records committee before the American Historical Association last year. If not, I think that would be a very appropriate program. You could speak and then if we wanted to have local interest we could ask our own Illinois Doctor Erickson to talk about what Illinois is doing with war records. like Dr. Crittenden could be appointed chairman to preside over the meeting. Please let me know how this appeals as a good meeting.

I am glad to hear that Mrs. Hamer has accepted the chairmanship of the committee on publicity. She is a dynamic person and can always be counted upon to do any work assigned. I am glad she was willing to take the chairmanship.

Sincerely yours,

Who have for Noton

Archivist

Margaret C. Norton, President Illinois State Library Springfield, Illinois

June 30, 1944.

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary The Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Dr. Cappon:

It is my unhappy duty to report the death this week, of two of our members. Secretary of State, Edward J. Hughes, died suddenly in New York, on Wednesday. As you know, the State Library was his particular hobby and he was also very much interested in the State Archives. Unfortunately I do not have a clipping to send at this time. Since he was host to the Society in 1938 and acquainted with so many of our members we should run a note on his death in the next number of the AMERICAN ARCHIVIST. I will prepare this and send it in in due time.

The other member was Doctor Christopher Coleman, Director of the Indiana State Historical Commission. I inclose a clipping telling of his death on June 25. He happens to be a native of Springfield; hence, this appeared in our local paper. You need not return the clipping.

Sincerely yours,

Margaret C. Norton

President

mcn:w Encl. 1 &C. 24, 1900

Dr. C. B. Coleman Dies; Funeral To Be Held Tuesday

Logan Coleman, president of the Illinois National bank, has received word of the death at 9 a. m. Sunday of his brother, Dr. Christopher B. Coleman, in Indianapolis, Ind., aged 69. Logan Coleman, accompanied by his daughter, Mrs. Mary Coleman Harmon, will leave for Indianapolis tomorrow morning to attend the funeral, which will be held in Indianapolis Tuesday afternoon, with burlal in Crown Hill cemetery, in Indianapolis.

. Christopher Coleman was born in historic Logan place in Springfield in 1875, the son of the late Mr. and Mrs. Louis H. Coleman, the latter for many years one of the prominent civic, religious and businessmen of this community. Christopher Coleman graduated from the Springfield High school in the class of 1891, from Yale university in 1896, was ordained a Christian minister in Springfield, and later became professor of history at Butler college in Indianapolis. For a time he also taught in a Presbyterian college at Meadville, Pa., and about 20 years ago returned to Indianapolis, where he has served for many years as librarian of the Indiana State Library and Indiana State Historical library. He was a brother of the late Mrs. Mary Coleman Morrison, an outstanding worker in many fields of cultural and spiritual progress in Springfield.

Surviving are Mr. Coleman's wife, formerly Miss Juliet Brown of Indianapolis; two daughters, Mrs. Edgar Preston Richardsón of Detroit and Mrs. Edmund Corey Bray of Washington, D. C., and two brothers, Logan Coleman of Springfield and Louis H. Coleman, jr., of North Hollywood, Calif.

July 8, 1944

Miss Margaret C. Norton, President Society of American Archivists Illinois State Library Springfield, Illinois

Dear Miss Norton:

Absence from the University of a brief vacation has delayed my reply to your letters of June 21 and June 30. With regard to the joint session of the Society with the American Historical Association in next December, I am sorry that we have run into difficulties in trying to arrange a program on local archives. I am wondering whether, somewhat in line with your suggestion on war records, we can arrange a program which might combine state and local archives in relation to war records. I should like very much to have Stanley Erikson speak on the Illinois War Records Project which is intimately associated with the Illinois War Council and which has been concerned largely with the state and local records of this agency. If Dr. Crittenden expects to attend the Chicago meeting we might get him to discuss in a more general way the subject of state and local archives in relation to war records. He is going to prepare a brief article on this subject for the War Records Collector sometime this summer.

Since the University of Virginia has only a few holidays immediately before and after Christmas, I may not be able to attend the Chicago meeting. It would probably be more advisable to get some one from Illinois or a neighboring state to serve as Chairman, for example Alexander of Wisconsin or Louis Beeson of Minnesota, or preferably you yourself. I shall like to have your reaction to this proposal before we take action.

I am sure that Mr. Burt, in declining to take charge of the joint session of A.M.A., had no thought of resigning as Chairman of the Committee on Local Archives.

I am sorry to learn of the death of Edward J. Hughes and Christopher Coleman. I saw Dr. Coleman just a few weeks ago at the Conference of the Indiana State History Commission. Although Mr. Hughes has not been a member of the Society recently I think it is very appropriate that an obituary should be published in The American Archivist. I suppose this should be send to Karl Trever asdeditor of the news notes. It might be well to call his attention to Dr. Coleman's death so that we can be sure that a notice will be prepared.

Dr. Brooks has the supply of new membership application blanks. Those which I have on hand have the old Washington address of the secretary.

Sincerely yours

Margaret C. Norton, President Illinois State Library Springfield, Illinois

July 19, 1944.

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary The Society of American Archivists University of Virginia Library C harlottesville, Virginia

Dear Dr. Cappon:

If Dr. Crittenden intends to go to the Chicago meeting I should very much like to have him discuss the subject of state and local archives in relation to war records. think possibly we might be able to find someone else in the middle west besides Mr. Erikson to talk on the War Records Project as I am not certain that his program is getting results on as extensive a scale as we had hoped. How about asking Dr. Alexander of Wisconsin to be one of the speakers? I do not know whether Mr. Paul M. Angle, our State Historian, is a member of the Society; if he is not, perhaps the State Historical Library is. He would be a logical person to act as chairman for the meeting and I would like to have him, but of course, do not want to ask an outsider to preside. How about asking our editor, Dr. Pease, to act as presiding officer? I would prefer not to act as presiding officer myself. The main thing is to find out as soon as possible which of our members are likely to attend the meeting.

You say that Mr. Hughes has not been a member of the Society recently. He was the voting member for the Illinois State Library of which he was Head, and therefore, should be considered a member because of being the presiding officer and a constitutional member. We will prepare an obituary for The American Archivist very soon.

I approve the treasurer's report for the year. Am I supposed to sign this and return it, or may I keep the financial statement for my files?

I cast my vote in favor of accepting as members the following persons: Albert B. Corey; Theodore F. Marburg; Virgil V. Peterson; Albert H. Schneider; Dorothy K. Taylor and E. A. Thompson.

Dr. Lester J. Cappon

July 19, 1944.

I also approve the proposed amendment to the constitution, except that I think the amount of credit should be decided upon by the council before submitting the amendment to the members. I would suggest a credit of \$2.00 for each year's dues already paid.

Sincerely yours,

Marguet C. Nordon

President

mcn:w

August 4, 1944

Dr. Howard H. Peckham William L. Clements Library University of Michigan Ann Arbor, Michigan

Dear Dr. Peckham:

Since the O. D. T. has requested that conventions not necessary to the war effort be suspended for this year, it is my personal feeling that we should not attempt to have the regular meeting of The Society of American Archivists this year. However, since our meeting is scheduled for Movember and since it seems to be the general belief that the war in Europe will be over by early fall, I am inclined to think that we will be safe in going ahead with plans to hold the meeting. If the war is still going on I believe we should suspend the meeting even though this will make the hotel and the local people of Pennsylvania angry. I think that if they are unwilling to take the meeting on those terms, that is, that we reserve the right to abandon plans for the meeting not later than three weeks before the time scheduled, that we should say now that we will not want the meeting at all.

If only our Association were involved and not also the American Association of State and Local History, I would certainly say that we should not hold the meeting. However, I believe that there are enough people close enough to Pennsylvania to get to a double-header meeting of this sort to justify the attempt to hold it.

I feel the way you do about a two-day session. If we are to make the effort to travel we might as well stay two days. A one day meeting would I believe, keep everyone from any distance away. Judging from what I heard about travel conditions going to the meeting the last time, I think it will take at least two days for those who attend to get over the fatigue of the trip.

So far as hating to engage speakers on a tentative basis, I think we want their papers anyhow. Otherwise, we will have no papers for the American Archivist for the ensuing year. If the writers of the papers have some assurance that these papers will be printed I believe they will be willing to prepare them even though at the last minute we find it necessary to call off the meeting. Of course we can not pleage on behalf of Dr. Pease that he will publish all papers presented. However, it is up to the

Dr. Howard H. Peckham

August 4, 1944

persons writing the papers to make them sufficiently good that Dr. Pease will want to publish them. If Dr. Pease is unwilling to publish some it is probable that other means of publication will be obtainable. For instance, we would be willing to publish papers which were of general interest in Illinois Libraries. As you know, this magazine circulates to most archivists.

It seems to me that the decision as to whether or not the meeting should be held should be submitted to the Council of the Society, not merely left up to the president and secretary. Therefore, I am asking Dr. Cappon to direcularize other members of the council in this matter. In the meantime, I think you can go ahead on the assumption that we will probably hold the meeting.

Sincerely yours,

Margaret C. Norton

PRESIDENT

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Ge- Dr. Cappon

August 10, 1944

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am trying to line up a program for a joint session of the Society with the AHA in Chicago next December, on the subject State and Local Archives with Relation to War Records. Dr. Crittenden has agreed tentatively to particupate in the program although he is not sure that he will be able to go to Chicago. Since the New York State War Records Project has rather close relations with many of the localities. I have written to Hermann F. Robinton to ask whether he might serve on this program. In considering possibilities in the middle west within easy reach of Chicago I believe that Dr. Erikson would have more to contribute on Illinois than Dr. Alexander would have on Wisconsin because the Wisconsin War Records Project has not been as active during the past year as it was earlier. 3 I think Dr. Lewis Beeson of Minnesota might contribute something but in that state also contacts with the localities have not been as numerous as in Illinois. Paul M. Angle is not a member of the Society. I should be in favor of asking Dr. Pease to serve as chairman of this session.

The copy of the Treasurer's report which I sent you you may keep in your own files.

I have received a carbon copy of your letter of August 4 to Howard Peckham. He had written me a few days before to say that he thought he could arrenge a two day session without depending upon persons in The National Archives. we asked the advice of the members of the Council some time ago on the holding of the Eighth Annual Meeting and received their approval, I doubt the need of circularizing them again. seems to me that for the time being the matter rests largely in the hands of Dr. Peckham and his success in completing arrangements for a two day session. I had assumed that he had taken sufficiently into consideration the possible effect of the ODT directive of May 20th but he seems to have overlooked it or not to have taken it very seriously. I should be inclined to wait a bit longer until he can provide us with further information on the preparation of the program. I am glad you made the point in your letter with regard to the preparation of papers for possible publication in The American Archivist whether the meeting is held or not.

Sincerely yours

Lester J. Cappon Secretary

ILLINOIS STATE LIBRARY SPRINGFIELD

RICHARD YATES ROWE

SECRETARY OF STATE AND STATE LIBRARIAN
HELENE H. ROGERS
ASSISTANT STATE LIBRARIAN

ADULT EDUCATION
MARGARET C. NORTON
ENCHIVES
CHARLOTTE RYAN
EXTEMSION SERVICE
HARRIET M. SKOGM
GRIERAL REFERENCE

August 25, 1944

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia.

Dear Dr. Cappon:

I have just received a letter from Professor Wm. T. Hutchinson, chairman of the Program Committee of the American Historical Association, warning me that mid-September is the dead line for the program since it must go to the printer prior to September 15. I hope therefore that we can complete our part of the program within the next week or so.

Your review of Dr. Setser's article is very interesting and I should like to use it for <u>Illinois Libraries</u>. However, it is somewhat outside our field, so I hope you will pardon me if I return it for possible publication elsewhere. We have not been publishing articles or reviews of purely technical archival nature except when such articles serve to popularize our archival program. I do appreciate your giving us the opportunity to use it, and I hope you will send us other articles.

Thank you also for the list of Committees. It agrees with my own list except that several people had been suggested but I was not before sure that they had accepted.

The Committee on Local Records has been especially active and I believe will wish to exhibit some of the material they have collected at the Harrisburg meeting. I have not heard direct from Mr. Burt to that effect, but assume from Mr. Blood's correspondence with him that that may be the case. Do you know whether any provision is planned for exhibits at the meeting? I think I shall suggest to Dr. Peckham that he include this committee on his program.

Sincerely,

Margaret C. Novem

28 August 1944

Miss Margaret C. Norton, President Society of American Archivists Illinois State Library Springfield, Illinois

Dear Miss Norton:

This is to acknowledge with thanks your letter of August 25. I hope to have the program of the joint session with the AHA in final form in time for Professor Futchinason to send to the printer. I have asked Professor Pease to serve as chairman of the meeting.

Will you please let me have the name of a substitute for the late Dr. Christopher B. Coleman for appointment to the Auditing Committee? I have written to Dr. Hamer and to Miss Edma Jacobsen regarding their appointment. Miss Jacobsen has accepted but I have not yet heard from Dr. Hamer.

I shall let you know as soon as replies have been referred from the members of the Council on the question of holding or cancelling the annual meeting. I hope you will send me your vote too.

If I remember correctly, we have not had an exhibit at the annual meeting since we met in Vontgomery. I should like very much to see an exhibit arranged by the Committee on Local Records.

I understand that the American Association for State and Local History is proceeding with plans for its annual meeting in Harrisburg. I explained our situation to Sylvester Stevens and told him I would inform him of the result of the Council poll as soon as possible. Even though the meeting should not be held, I trust you will prepare a presidential address for publication in The American Archivist. And I shall emphasise to Dr. Peckham, as you have already done, that an effort should be made to have the papers prepared for the meeting sent in for submission to the editor, whether we actually meet or not.

Sincerely yours,

Lester J. Cappon Secretary

Margaret C. Norton, President Illinois State Library Springfield, Illinois

August 30, 1944

Address Communications to: Lester J. Cappon, Secretary University of Virginia Library Charlottesville, Virginia

Dr.Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia.

Dear Dr. Cappon:

I appoint Dr. Morris Radoff to the Auditing Committee vice the late Dr. Christopher B. Coleman. Thank you for calling my attention to this.

Please notify the Committee on Nominations that I will not accept renomination for President of the Society even though offerred to me, and though we should not have a meeting this year. I believe emphatically that this honor is something which should be passed around. I think the Secretary should give the element of permanence.

I vote "No" on holding a meeting this year. However, if the other members of the Council favor going to Harrisburg I will agree.

These are rather nerve wracking days as the change of administration in the Secretary of State's office means many changes all the non-professional personnel expects "the axe" and that creates tension, even though the changes probably will be far less drastic than many think.

Sincerely, Warten

Margaret C. Norton, President Illinois State Library Springfield, Illinois

September 15, 1944

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

Naturally I bow to the wishes of the majority of the Council that we should hold the annual meeting of the Society of American Archivists. It has just dawned on me that those dates are very bad. I haven't looked up railroad schedules, but Doctor Peckham writes me that he thinks all those from the West will have to get in the night before or at least lose the first morning session. Inasmuch as the night before is election night, and anyone who has lived in a state capital knows what that means, I am wondering whether we will be able to get reservations for that night even if we get in. I wish there were some possibility of changing it, because most state people hate to be away from their offices at election time. However, it is my understanding that these dates were the only dates possible to the local committee.

I have had letters from several people urging me to reconsider my request that I should not be renominated for president. I still feel that it is unwise to make a precedent of having the president serve two terms. Personally I would like to see Doctor Buck take over the presidency, although he indicated two years ago that he was unwilling to be considered.

Thank you for the copy of the program for the luncheon conference to be held in connection with the American Historical Association program in December. I assume that you have sent this to the Chairman of the AHA Program Committee.

Sincerely,

Margart C. Norton

President

mcn:lk

Margaret C. Norton, President Illinois State Library Springfield, Illinois

September 17, 1944

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon University of Virginia Library Charlottesville, Virginia

Dear Dr. Cappon:

I am enclosing a copy of a letter from Miss Norton replying to the one wrote her, of which you received a copy some days ago. She wrote this reply before receiving letters that have since been written, each on the author's own initiative, by Dr. Buck, Dr. Franklin, and Mr. Trever. I still hope that she may be induced to reconsider. Dr. Buck explained to her the reasons why in drafting the constitution provision was made for more than one year presidential terms, and said "To my mind the presidency of the SAA is not an honor to be passed around but an opportunity and an obligation to be of service, and I believe that as a rule more than one year is necessary for the fulfillment of that obligation."

Very cordially,

Philip C. Brooks

September 13, 1944

Dr. Philip C. Brooks The National Archives Washington, D. C.

Dear Doctor Brooks:

Your letter of September 8th was very good for my morale, but I still feel that this is as good a time as any to break the tradition for having the nominating committee feel they must re-elect a president. As you know, I will work as well for the Society without being president as I could as president.

The reason I did not finally send out the open letter which I proposed shortly after my election was the tenseness created between the Council and the Editor of the American Archivist by the suggestions for certain changes in editorial policy. It seemed to me that a statement might be construed to add fuel to that fire which now seems to have died down.

So far as ideas go, I feel that perhaps I have gone over the hump. I have done a great deal of pioneering work in the archival field in the past, and we are, I think, accomplishing something in our new field of work with county officials. At present I have run out of ideas for things for the Society to accomplish. Probably what I need is the stimulation of contact with fellow archivists.

I have not yet heard whether or not the Council has decided to hold the meeting this year. I voted against holding the meeting, because I felt we should concur in the recommendations of the ODT that conventions which did not add to the war effort should be omitted this year, and particularly in the light of the decision of the National Archives not to be represented. The American Library Association, which has about 13,000 members and which certainly is cooperating with the war effort has not held a meeting for two years. If they can skip two meetings, certainly our little Society could skip one without crumbling. However, I am abiding by the decision of my fellow council members.

I propose to write a presidential address which can be published in the American Archivist, whether or not we hold the meeting. I am late in getting started on this address because my mind has been too much occupied with problems arising from the recent change in administration. However, I am taking my vacation the first part of October and expect to work on the address at that time.

Sincerely,

/s/ Margaret C. Norton President

25 September 1944

Miss Margaret C. Norton, President Society of American Archivists Illineis State Library Springfield, Illinois

Dear Miss Norton:

Dr. Peckham has sent me a copy of the prospective program for the eighth annual meeting and I am well pleased with it. Among the subjects are The arrangement of state archives and of historical manuscripts; Public records program of Pennsylvania; Care of maps; Publication of manuscripts; Local archives and history; and Historical interneships for archives and libraries. And he has a good line-up of speakers.

I am sorry the meeting begins the day after the national election. I never thought about that factor, although the number of available dates in Harrisburg seems to have been quite limited. It will be a case of "vote and run" for the meeting, if the polls are open early enough in the morning.

Will you please send maganother namines for chairman of the Auditing Committee? I have never had a reply from Dr. Hamer and even a message religied through his wife has brought no response. Likewise, when saked to serve on the Program Committee, he never replied to may of Peckhan's letters. Dr. Radoff has accepted appointment to the Auditing Committee in place of Dr. Coleman, but think someone should serve as chairman who will quite definitely attend the annual meeting. Radoff is still unable to travel very much. Ferhaps Leon de Valinger might be willing to serve.

I had the feeling from your last letter that you are perhaps willing to reconsider serving as president another year. It is a responsibility as well as an honor and I trust that if the nomination ballots run as I anticipate, you will not object too vigorously to being renominated [and elected).

Sincerely yours,

Lester J. Cappon Secretary

Margaret C. Norton, President Illinois State Library Springfield, Illinois

September 29, 1944.

Address Communications to: Lester J. Cappon, Secretary University of Virginia Library Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary The Society of American Archivists University of Virginia Library. Charlottesville, Virginia

Dear Doctor Cappon:

Perhaps it would be just as well to wait until we see who goes to the meeting before attempting to nominate a chairman of the Auditing Committee. If you think Mr. de Valinger is likely to go, please appoint him as chairman; otherwise, we will wait and appoint someone there, but be sure you call it to my attention.

I felt quite sure that Doctor Peckham would make up a good program, and I am especially glad that I asked him this year since he very definitely will have the historical library slant on the program, and since I anticipate that most of those in attendance will be people who are also planning to attend the other conference.

I am still unwilling to serve for President another year, unless circumstances make it seem necessary to the Nominating Committee that I do so. The only argument which seems to me valid in that respect is the possibility that the National Archives may need some help in case there should be a change in the National administration. It is very gratifying to have people want me, but I still think the honor should be passed around.

I have been meaning to congratulate you on the very fine description of the workings of your manuscript department which appeared in your recently published annual report. I took it home for study and therefore it is not on my desk to remind me of it. I wish every state department would publish just that sort of information. That would give a basis of comparison for a person starting in work in some other state.

Sincerely,

Margaret C. Norton President

mcn:lk

Margaret C. Norton, President Illinois State Library Springfield, Illinois 1943/44

November 3, 1944

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Dr. Cappon:

I have had replies from Governor Martin and Superintendent of Public Instruction Haas, declining our dinner invitations. However, we are to have some other guests whom you might meet before I do. They are Mr. Walter D. Ralston from Middletown, Ohio. who is President of the National Association of County Officials, and Mr. Merrill J. Bunnell, who is the Washington representative of the National Association of County Officials. Mr. Robert S. Barnes, Assistant Director of the Municipal Officers Association located at Chicago writes me that he has requested the chairman of that association's special committee on the preservation of public records, who is Mr. Otto Jensen, State Examiner of the State Board of Accounts, Indianapolis, to attend or to send some other member of his committee. I am very happy that these to associations have expressed a desire to cooperate with the Society of American Archivists. I would suggest that Mr. Jensen be invited to join the Society. Also Sister Mary Celestine of the Sisters of Mercy, Cincinnati, Ohio, intends to attend. She wrote me recently asking advice about the organization of Catholic archives and about training courses. I referred Ther to Father MacKvoy of Notre Dame and to Doctor Posner, and invited her to the meeting. She has signified to me her intention of coming.

I have reservations on a train which is supposed to reach Harrisburg at 8:35 Wednesday morning. I had either to go on that train or to go twenty-four hours ahead of time, so I decided to take the risk of not being too late for the first meeting. I am disappointed that I will not be able to be present the day before. I felt I could not be away from the office at this time for the entire week, so this is a compromise with what I wish to do. I did not know about the meeting of the Pennsylvania Historical Society until I had already made reservations coming West leaving Friday night. It probably, therefore, will be impossible for me to remain over for any of that meeting. In fact, between us, I have not been formally invited, but imagine that was an

oversight.

Mr. Burt's Committee on Local Records intends to have an exhibit at the meeting. I wrote Doctor Stevens to that effect, and we are taking some material. I would appreciate it if you would check with Doctor Stevens after you arrive, so that we can be sure that a place will be provided for this exhibit. I do not know what equipment Mr. Burt will need. Our exhibit can be either spread out or in booklet form.

So far as I know everything is going smoothly in preparation for the meeting.

Sincerely,

Margaret C. Norton

President

mcn:lk

Margaret C. Norton, President Illinois State Library Springfield, Illinois

November 25, 1944

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary University of Virginia Library Charlottesville, Virginia

Dear Mr. Cappon:

The only amendment I would suggest to the Minutes of the Council are in those of November 8, 1944, the paragraph in which we discussed work of the Committee on local records. I believe the suggestion was also made that it would be appropriate to have a section on local records in the American Archives. This is not particularly anything to refer to the Committee, but I think in view of the discussion about the American Archives, it is just as well that the notation be put somewhere in the Minutes of the Council.

I am willing to second your motion that William D. Overman, Archivist of the Firestone Tire and Rubber Company, Akron, Ohio, be appointed to fill the unexpired term on the Editorial Board of the American Archives.

Enclosed is a copy of a proposed news letter. Miss Rogers says we can mimeograph them here. How about mailing it out? I have no more long envelopes. Do you have addressograph plates at your office, or how do you manage circulars to members of the Society? I would like to get this letter out as soon as possible, particularly in view of the criticism we heard about the Society.

Sincerely yours,

Margaret c. norton

ARCHIVIST.

men:gmw Enclosuré Rio de Janeiro, Brazil; President Walter D. Ralston from Ohio and Washington representative Merrill J. Bunnell, of the National Association of County Officials; and Abbe! Honorius Provost of Laval University, Quebec.

A full account of the meeting will appear in the January issue of The American Archivist but the many numbers who could not attend the meeting should be informed of the business of the Society before that time. The Council is aware that there is a sentiment among some of our members that they are not sufficiently consulted on such matters and that they feel that the Society and The American Archivist cater too much to the large archival establishments and ignore the problems of the small state and institutional archives. The Society of American Archivists is your Society, and it has no excuse for existing if it fails to meet your needs. Please send your criticisms and suggestions to members of the Council, and submit contributions for The American Archivist to Professor Pease. Remember that the editor cannot publish articles that have not been written. If the work you are doing is worth while, it should inspire you to describe your technical problems and how you are attempting to solve them. Your practical experience will be very helpful to your fellow members. Your frank discussion of the shortcomings of the Society and what you think should be done about it will be welcome and helpful.

The following officers were elected at the business meeting November 8th: President, Margaret C. Norton; Vice-President, Christopher C. Crittenden; Secretary, Lester J. Cappon; Treasurer, Helen L. Chatfield; Member of Council, Howard H. Peckham. The Council voted membership to fifteen individual and three institutional applicants. Two honorary members were elected: Joaquin Llaverias y Martinez, director of the National Archives of Guba and historian, and Hilary Jenkinson, secretary and principal assistant keeper of the British Records and honorary secretary of the British Records Association.

Leon de Valinger, Jr. was elected to the Editorial Board for a term of four years. Vernon D. Tate was reelected to represent the Society in the American Documentation Institution for a term of three years.

The Committee on Publication Policies of Archival Agencies, Leon de Valinger, Jr., Chairman, was instructed to cooperate with the American Association for State and Local History through a joint committee to prepare a manual for the preparation of state and local histories of World War II. Another committee to act jointly with the same Association is to consider and report on the proposal of Miss Bertha Josephson of Ohio for creating internships for archival and historical societies, the subject of a lively discussion from the floor at the joint session of the two societies. The President was instructed to appoint some one to prepare a history of the Society for the occasion of its tenth anniversary in 1946.

The proposed constitutional amendment to permit a credit of \$2 per year dues already paid, on life memberships, was adopted.

The selection of the place for the next meeting of the Society was left to the Council.

In closing I wish to thank the members of the Society for my renomination and reelection as President. Without your cooperation the Society of American Archivists can do nothing; with your cooperation we can look forward to a prosperous and profitable year.

Margaret C. Norton, President Society of American Archivists Miss Margaret C. Norton Hlinois State Library Springfield, Ellinois

Dear Miss Nortons

Congratulations on your re-election to the presidency. It will be pleasant to work with you another year.

I am glad to see a copy of the first number of the proposed President(s News Lotter. The only set of addressograph plates is in the printer's office in Manasha, Wisconsin. My copy of the mailing list is revised up to date and I could have the envelopes addressed by typewriter here. I don't know what the Banta Company would charge for addressographing and mailing. Our mambers, individual and institutional, total about 300; subscribers about 85. I suppose many of the libraries which are subscribers would like to have the sheet and preserve the file. I suggest that the job be done either here or by Banta, since each place has an up-to-date mailing list — in fact, mine is a little more so than Banta's. Let me know what you want to do. May I suggest that the News Letter be numbered as well as dated and that the date of this number be December 1944.

May I remind you of the following action of the Council at its meeting on November 8: "Voted, that the President of the Society be requested to communicate with the proper official in the Department of State to offer the cooperation of the Society in acquainting foreign visitors interested in archival problems with the activities of archival agencies in the United States."

Phil Brooks is having the two honorary membership cortificates completed with the names and will send them to me to sign as secretary. Then I shall forward them to you for your signature. Will you please write an appropriate letter to each of the new honorary members to ascompany the certificates? I think it is more fitting to have the president of the Society write these letters than the secretary.

In her report as chairman of the Publicity Committee, Mrs. Hamer suggested that the name of the committee be changed to Committee on Information. If you approve that change, I think that is sufficient to authorize it and, in that case, I shall inform Mrs. Hamer that her suggestion has been adopted.

I have received a number of enthusiastic comments on the eighth annual meeting. I hope we can solve during the coming year some of the complex problems which the Council discussed in Harrisburg. With bost wishes,

Cordially yours,

Lester J. Cappon Secretary

Margaret C. Norton, President Illinois State Library Springfield, Illinois

November 29, 1944

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary The Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

Perhaps it is too early to be canvassing the members of the Society in regard to a place for holding the ninth annual meeting. We here at Illinois have our hands tied, because there is to be a change of administration involving a change from a Republican to a Democratic Secretary of State. Therefore, we are not able to extend an invitation to the Society to meet with us next year as we might otherwise do. There has been some discussion in the Council about the possibility of meeting somewhere in the Middlewest next year and also of selecting our own place without necessarily receiving an invitation. Some people have suggested going to some resort, such as for instance, French Lake or Hot Springs, others of going to some centrally located city like Chicago. Personally I think it might be well next year/to adopt one of those two suggestions, because during war times the expenditure of money for hospitality is looked upon as possibly improper and the extension of hospitality such as automobile trips, etc., is impossible. I would like to suggest that we invite ourselves to Chicago and go to some hotel where we could be more or less off by ourselves. I would like to see the next meeting a sort of round table for discussion. I think our members like to talk, and I think we should cut down still further on papers and have more forums and panel discussions. means good leadership. In casting about for a person who would be capable of doing this I have been thinking of Philip Brooks as possible Chairman of our Program Committee. There is no one in the Society except yourself who is in better touch with the personnel. On the other hand, I do not want to take him from the Chairmanship of the Membership Committee, if you think he is more valuable there. I would very much like some suggestions on this point of the program.

Have you done anything about notifying members of their appointment to committees? I have had several letters from people who modestly assume they are on committees which I did not know they were on. In one or two cases they were persons whom we had not decided to reappoint to committees. For instance, it was my under-

standing that we had decided to change the personnel of the Committee on Research, but that you were to discuss this tactfully in person with Herman Kahn first. I now have a letter from Howard Peckham who seems to assume that he is being reappointed. I have no objections to his reappointment except that if I reappoint one member of the committee, I would feel obligated to reappoint others. I also had a letter from Doctor Robinton requesting to be put on the Municipal Archives Committee, also to be kept on the Local Records Committee. At Mr. Burt's suggestion I requested you to appoint John Clement to this committee and to reappoint all the other members. I replied to Doctor Robinton that I had already appointed Mr. Corey to the Committee on Municipal Archives because we Arthur Pound resigned.

I also had a letter from Miss Josephson in which she says that for the Joint Committee on the internship proposition the State and Local History Association have appointed Brayer, Davis and Josephson, and that she understands that for the Archivists Kellar, Stevens and one other. We talked about Kellar, but I do not remember anything about appointing Stevens. I think our committee should be entirely archivists, and I want archivists who will not go head over heels into a recommendation which will commit us into something as vague as the present proposition. I think the sentiment of those at the meeting showed very definitely that they do not want hasty and ill-considered action. For the Archivists I would like Kellar, Radoff and someone from the National Archives, probably Buck himself. If you have notified Stevens of his appointment, we will have to let that stand, but I have no recollection of having appointed him. Please set me right on this point.

I should like a copy of the committee appointments as you understand them to date, also a list of appointments still to be made. If you have an extra copy of your Secretary's report, it would be helpful to me, but if you do not have an extra one, do not mind.

Sincerely,

Margaret c. Norton

President

mcn:lk

Margaret C. Norton, President Illinois State Library Springfield, Illinois

December 4, 1944

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary The Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

I am very much disturbed about the Joint Committee on Internship. First I heard from Miss Josephson that I had appointed Herbert Kellar, S. K. Stevens and one other person to the committee on behalf of the Society. As soon as I received her letter I wrote you saying that my preference was for Herbert Kellar, Morris Radoff and Solon J. Buck.

I have now received a letter from Miss Josephson saying that she has had a letter from Miss Barck "and she says that Doctor Capponbas written her that Dr. Kellar has consented to be chairman of the archivist end of the interneship committee and that E. A. Davis and H. H. Peckham have been informed of their appointments to serve with Kellar." Neither Davis nor Peckham are archivists. Davis is not, so far as I know, even in the country at this time. I suspect that these are persons suggested by Mr. Kellar. If they have been appointed, there is nothing we can do about it now. I am not blaming you for this, because our conference on committee appointments was a very hasty affair, and there was much chance for misunderstanding.

I think I can be criticized for appointing non-archivists to this particular committee, and I amdisturbed because there seems to be some attempts being made to get a committee which will surely report the proposition favorably. I am not antagonistic to the idea, but I do think that in its present form the proposition is vague and ill-considered.

If either Davis or Peckham should fail to accept the appointment, please appoint Buck first and Radoff as second choice. It seems to me that it would be a great discourtesy not to have a representative of the National Archives, which would be one of the first to be called upon to accept interns,

represented on the committee. I am not blaming you for this; I am assuming that you thought I was leaving it up to Mr. Kellar to decide. I merely thought it would be courteous to ask him to make suggestions.

It is unfortunate that individual members of a society are informed of appointments before the president of the society. I am sure, however, this was merely a slip.

Sincerely,

Morgant C. Noten President

mcn:1k

December 6, 1944

Miss Margaret C. Norton, President The Society of American Archivists Illinois State Library Springfield, Illinois

Dear Miss Norton:

Dr. Brooks has sent me the certificates of election to honorary membership in the Society for my signature as secretary. I have signed them and am now forwarding them to you for your signature. As I suggested in a previous letter I hope you will write an appropriate letter to each of these new honorary members to accompany the certificate. I think it will be most fitting to have the letter written by the President of the Society.

Sincerely yours

بقيبه وقط أندو بحداث بتحرأ بالحابكة فالمحقط أنجيه أنزير المداريان المراكب

Lester J. Cappon Secretary

Margaret C. Norton, President Illinois State Library Springfield, Illinois

December 9, 1944

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary The Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

The certificates of election to honorary membership are going out this morning. I enclose a copy of each of the letters.

My secretary informs me that I have been using up the Society stationery very fast and that I shall need some more soon. We have no long envelopes and almost none of the large stationery. We have enough small envelopes for the time being, but need another package of the small paper. This year I am trying to write more letters to members than I did last year. Last year I wrote very few, except in reply to letters that came to me. This year I am seeking excuses to write to the members in an effort to overcome some of the criticism we heard at Harrisburg that the members are kept in the dark about what is going on.

The President's Letter had been sent to the Mimeographing Department before your letter making suggestions as to numbering it and the dating, reached me. I have sent copies to you for mailing. I do not know that it is necessary to number these, because I may not get out another letter this year. It would seem, however, that it was desirable to let our members know the highlights of the Society's business and also to get in an opportunity and to make the excuse for inviting criticism and soliciting publications.

I have not written to Doctor Pease since returning from Harrisburg. Perhaps I should, but I thought it was the concensus of opinion of the Council that we should be thinking about the editorial policy before getting Doctor Pease excited. Have you received any suggestions? The only one I received, and I am not sure whether it was Phil or you who made it, was Doctor Peckham. Herbert Kellar immediately said he wanted him for his committee. However, I feel that we should make the

best possible selection and let whoever we choose decide which job he prefers. Mr. DeValinger is another person whom I had thought of as being young and agressive. He may have too many other irons in the fire. I hope some of the other members of the Council will write in soon, but perhaps they are waiting for either you or me to start the ball rolling. What do you think is the best way for us to proceed?

I am agreeable to changing the name of Mrs. Hamer's committee from that of Publicity Committee to Committee on Information.

I have asked Philip Brooks to write the decennial history of the Society. I have not had time to hear as to whether or not he will be able to do so.

Sincerely.

Margaret C. Norton

President

mcn:1k Enc.

9 December 1944

Miss Margaret C. Morton, President The Society of American Archivists Illinois State Library Springfield, Illinois

Dear Miss Norton:

This letter is in reply to yours of Movember 29 and December 4, which found me in the midst of other work after having given much extra time to the Society's business arising out of the annual meeting.

With regard to the committee appointments, I am enclosing herewith a list of committee personnel for the new year as I understood it from our conference, plus a few revisions which I shall indicate. You will note acceptances thus far. In many cases I have not written to the members other than the chairman. The following committees require special comments

International Relations: We agreed that I was to ask Litton for recommendations, since all the members of this countities last year were not members of the Society. In addition to Shipman, upon whom you and I agreed, Litton has proposed McCain and reappointment of King.

Membership: Mr. Eddy seems very much pleased with his appointment and he and Fhil Brooks are already in communication.

Municipal Archives: I note your difficulty with Robinton, but I imagine your reply about this committee has settled that issue for this year anyhow.

Publicity: We agreed to continue this committee as of last year, including Sherrod East. Mrs. Homer writes that he is so busy that she fears he can be of little help and so suggests Miss Barry in his place. I shall not write to Miss Barry until I have your approval. Are you willing to O.K. the change of this committee's name to Committee on Information, as suggested by Mrs. Hamor?

Records Administration: As I understand it, Thil Brooks is to select his co-workers whom you will 0.K.; it is already agreed that he and Crittenden will work together on the committee.

Research: Seil Franklin has accepted the chairmanship tentatively. He writes that within the next two or three weeks his official duties may be increased to such an extent that he could not do justice to the work of the soundtee. He would like to serve and asks whether we can wait that long. I think we should certainly do so. Instead of two persons from New York State (Burck and Gross), he suggests a replacement from the South, wig. Charlotte Capers; but she is already on the Archival Buildings Committee. Since Niss Burck is busy with the American Association for State and Local History presidency, what do you think of choosing Gross and from the South, Dr. Common?

Joint Committee on Interneships: Evidently I misundersteed your directive with respect to this committee. I informed Herbert Kellar the evening after our conference of his appointment as chairman and asked him to make his sum choice of members. He decided on Davis and Peckham while we were still at Harrisburg. Although I informed Miss Barck of this personnel, I have not yet written to Davis or Peckham. I have no idea where Miss Josephson got Stevens' mame involved in it. In your letter of November 29 you say that, according to Miss Josephson, Davis is on the committee representing the American Association for State and Local History. If so, he would not be on the Archivist representation too, I should think. Have you heard from Herbert about the make-up of the ecommittee! Until I hear further from you, I'll not proceed with anything relating to this committee. I have aimed to consult you about all appointments, for the precident is certainly the person to make the final decision. I'm very sorry for the mix-up and I hope we can get it straightened out without hurting anyone's feelings.

Regarding the ninth ennual meeting, surely no one could do a better jeb as chairman of the Program Committee than Phil Brooks. He may not feel he can take on the extra work involved. I agree with your idea that we should have few—wat papers read and more discussion. In reply to the postcard I mailed by order of the Council, 38 persons have responded thus far; 16 favor a meeting in the Middle West, with no predominate choice of location. I should be inclined to favor St. Louis or Chicago, with no special affiliation with any institution in the city, in order to avoid problems of hospitality, etc.

I have just received a letter from Professor Pease, acknowledging reseipt of the socretary's report and the minutes of meetings. Regarding the matter of exchanges with other periodicals he writes, "I do not see that we have anything to gain from taking on the additional one which was offered i.g. New York History, Of the exchanges which we already have, the New York Public Library, the Idbrary Journal and the foreign ones might be kept. The others are really not worthwhile for our purposes." I think the editor might have been persuaded from our discussion that most of the foreign exchanges are not worthwhile continuing either. However, I shall follow his advice. Regarding reprints he writes: "With regard to separates for contributors to the Archivist, was it the intention of the Council to bar the customery 10 separates to each contributor or did its action apply only to separates in larger amounts especially ordered by the comtributor!" This is the first definite word I have had as to the number of reprints sent to each contributor. The number does not seem to be the same in all cases, however: 46 were sent to me to forward to kir. Sen. In reply to the editor's question, my impression is that the Council intended to eliminate the expense of all reprints to authors. What do you think about this?

I hope to have all acceptances of committee appointments by the end of the month so that there will be more time for their activities in 1945 than during the past year. I have received a good many favorable comments on our eighth annual meeting. There is plenty of room for improvement of the Society but I think we can be encouraged by the active interest of a large proportion of the members.

With kind regards,

Sincerely yours,

Lester J. Cappon Secretary

Margaret C. Norton, President Illinois State Library Springfield, Illinois

December 13, 1944

Address Communications to: Lester J. Cappon, Secretary University of Virginia Library Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary The Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

I can well understand how the difficulty over the Joint Committee on Internships arose. It was my intention to have Herbert Kellar make suggestions for other members. My objection to Davis and Peckham is that they represent the historical society and manuscript interest rather than the archive point of view, and it seems to me that we should have archivists on a joint committee which already has representatives of the other point of view, especially when this committee is to report on policies affecting archival agencies.

I therefore instruct you to notify no one of 'appointments to this committee until I have heard from Herbert Kellar. I wrote to him the same time I wrote to you, but I have not heard from him. I suspect he is counting on my being in Chicago for the American Historical Association meeting this month, so that we can disucss this matter. I do not at present expect to attend that meeting.

I will write you later concerning other points in your letter of December 9.

Sincerely,

Margart Co Norton
President

mcn:lk

December 13, 1944

Mr. Herbert A. Eellar McCormick Historical Association 679 Rush Street Chicago, Illinois

Dear Herbert:

A most emberrassing situation has arisen in connection with the Joint Committee on Internships. Just before leaving Harrisburg Doctor Campon and I had an informal conference on committee appointments for the coming year. I teld him to ask your suggestions for whom to appoint on the joint committee.

As I did not receive any suggestions from you, I notified Doctor Gueson that I had appointed Doctor Buck and Radoff as the other two members of the committee. Then I had a letter from Bertha Josephson saying that she had heard from Miss Barck who had heard that the other members of the committee were E. A. Davis and Howard Peathons. This surprised me, because while both of those men are able, noither is a state archivist, and it seems to me that the historical accordy and manuscript end of the committee is fully represented by the members appointed by the American State and Local History Association. It seems to me that a member of the National Archives should by all means be asked to be on this committee, and also a state archivist. I wrote to Doctor Cappon last week about this matter and sent you a copy.

Doctor Cappon informs me that he has not formally notified any one of their appointment to the committee. If it is not too late, and if it is agreeable to you. I would like to have my appointments stand. I am sure that Doctor Peckham and Doctor Davis would understand if we told them that there had been a confusion about the appointments. Of course, if you still feel that you have committed yourself to the other two men and that they are the proper people for the committee, we can go ahead and appoint them. Plesse let me know as soon as possible your reaction to this matter.

I do not at present expect to attend the December meeting of the American Historical Association even though it is to be held in Chicago. I feel very strongly that convention travel during the holiday season is improper. I had no travel difficulties going or coming from Harrisburg until I get back to Chicago. There were fully a thousand people trying to get on the Chicago-St. Louis train. I had reservations, so was all right, but other people on the car who also had reservations had to go into the day coaches because of conflicts. If that was true on Armistice Day, I cannot imagine what travel in December will be like. Also, I hate to leave mother alone in the dead of winter. There are so many things which can go wrong in a house. It has been nearly three years since I have really been in Chicago. I have gone through Chicago twice in the three years, but have not had occasion to stop any length of time. I never could have believed that I could bear to be away from it so long. I am particularly disappointed to miss seeing Aleccia and Lucille at this time, but hope I can get back to Chicago in the spring.

Sincerely.

Margaret C. Norton

President

mon: 1k

cc: Dr. Cappon

December 18, 1944

Miss Margaret C. Norton, President The Society of American Archivists Illinois State Library Springfield, Illinois

Dear Miss Norton:

This is to acknowledge receipt of your letter of December 9 which I suppose you mailed just before receipt of my last letter. I have send you a box of stationery and envelopes.

The nimeographed Fresident's Letter has been mailed to all members, institutional and individual. If you think it desirable to send it also to subscribers (most of whom are libraries) we have enough copies to cover that list. I hope you may see fit to write another letter or two during the coming year. I think it helps to keep the members in closer personal touch with the organization. When the next one is issued I suggest that it be designated Number 2 so that any one can tell it is in a series.

Regarding the proposed off-the-record correspondence by members of the Council concerning editorial policy, perhaps it would be well for you to write a note to each member suggesting that their ideas be sent either to you or to the secretary's office as a sort of clearing house. I suppose the ideas would have to be pooled and compiled in some form to distribute among the members of the Council. Then, if it seemed wise to take some specific action, a proposal or notion would have to be drafted and circularized for a vote.

As I recall it both Phil Brooks and I had Howard Peckham in mind as a potential editor. I believe to would be more forceful and perhaps develop more ideas in connection with the job than would Leon de Valinger. If it ever reached the point of having to make a choice, I don't think that Peckham's position on any committee should interfere with the more important job of editor.

I am sure Phil Brooks would write an excellent decenial history of the Society; but I am skeptical about his having sufficient time to do it. I suppose there is something to be said for having a historical sketch written by someone who has not been so close to the center of the Society and its development, but at the moment I do not have any particular person in mind.

Miss Margaret C. Norton 2

I shall not make any move regarding the Committee on Interneships or other committee matters discussed in my previous letter until I have heard further from you.

With best wishes for the Holiday Season and appreciation for your Christmas greeting, I am

Sincerely yours

Lester J. Carpon Secretary

December 19,1944

Dear Margaret:-

Your letter of December 4,1944 addressed to Lester Cappon (copy of Which was sent to me) and your letter of December 13.1944 have been received and the contents noted.

Where Miss Josephson originally obtained her misinformation as to the composition of the Archivists Co mittee on
Internship I do not know, but it was not from me as I did not discuss
the matter with her.

As to the Kellar, Davis, Peckham Committee. This is what happened. Following the evening session on Friday, Lester Cappon came to me while I was talking with several other people and said that you wished me to be chairman of the Archivist Committee and I was to select two others. Lester could not have told me to select these two unless he had that understanding and I certainly would not have dreamed of doing so without such word. Evidently according to your letter you merely desired me to make suggestions as to the other two members. The whole difficulty has a risen out of this clear misunderstanding of what you wanted.

When Lester spoke to me about the matter I said alright and then after some discussion I suggested Davis and Peckham as the other two members.

As to the merits of these two gentlemen for the Committee I would not argue that point. Davis is Archivist (by title at least) of Lauisiana State University and has both archival and historical

manuscripts in his custody. Peckham's experience has been chiefly with manuscripts, although much of the material at the Clements Library could probably be classified as archival in character if not now in official custody. I had several points in mind in suggesting these two men. First- the Internship idea is basically one of wide scope and possibilities and as such it might very properly be concerned with internships not only in Archival institutions but in Historical Societies. Departments of Archives and History, Reference Libraries, Museums, the D&vision of Historic Sites of the National Park Service. Restoration Projects, for example Williamsburg, Inc. and like agencies. Secondinasmuch as Davis is an Archivist and Peckham is a Curator of Historical Manuscripts for the purpose of cetermining the feasibility of the proposal it seemed to me they could well represent the Society of American Archivists, particularly in view of the fact that the Society is supposed to be interested in both archival materials and historical manuscripts. and actually has many members who are daily concerned with one or the other. Also. I believed bothmen possessed sufficient imagination and detachment to be able to look out for any possible interest that the Society or its members might have in the proposal. Third, I was concerned to have people on the Committee who would do some work. Bayis and Peckham are young and able and could certainly qualify on that basis. That is the story and all of it as to why I made the selection of Davis and Peckham, and I still think my conception of the matter is sound.

Your approach is different and think equally sound-you want archival institutions directly represented and presume the whole problem considered only with respect to archival materials. by objection to this point of view is that it is too narrow. Radoff and Buck

whom you suggest, are fine for Archives, but what about Historical Manuscripts Some people might object to Radoff and Buck as representing them on that score.

My suggestion is that you solve the dilema by appointing a Committee composed of Davis, Peckham, Radoff, Buck and Kellar, with Buck as Chairman. If you still want only a Committee of three, say Radoff, Buck and Kellar, there again make Buck, Chairman. Ilwill not resign from the Committee because of a desire to help out and do what I an, but I do not care to serve as chairman which under the circumstances you will readily understand.

So much for the Committee. Now as to two statements in your letter of December 4,1944.

"Neither Davis nor Peckham are archivists. Bavis is not, as far as $^{\perp}$ know, even in the country at this time."

Comment

I was not thinking of either Davis or Peckham- with respect to their representing the archives profession, but merely as members of the S.A.A. Who knew something of both archives and historical manuscripts and could represent it with respect to the general problem of internships.

Davis returned from mexico some time ago, and is now on active duty at Louisiana State University and expects to be there for some time. I talked with him at the Southern Historical Amsociation meeting meeting at Mashville, Movember 3-4,1944.

"I think I can be criticized for appointing non-archivists to this particular committee, and I am disturbed because there seems

to be some attempts being made to get a committee which will surely report the proposition favorably. I am not antagonistic to the idea, but I think that in its present form the proposition is vague and ill conceived.

Comment

I do not know who would criticize you. That would be as ridiculous as opposing you for President because you were a professional archivist.

It was with surprise that I read the statement about some attempts being made to get a committee that would surely report the internidea favorably. That remark is absolutely untrue as for as I, or to my knowledge, anyone else is concerned and if you do not know me well enough to take my word for this, I am sorry.

As I said in the meeting I think the idea possesses some merit, but as to whether it can be applied in a practical sense, I do not know. To find that out is the reason why the committees were suggested. It is not a matter for snap judgment but one that calls for careful analysis and exploration.

I am a good friend of your Margaret and intend to continue so, but pleas -please, the next time you get any crazy ideas about something which you think I have dome, telephone or otherwise get in touch with me and find out what it is all about, before you broadcast your ideas about it. Both Lester and I were entirely innocent of any of the things which you asserted or inferred in your letter and you should have known it. Now lets forget about the whole business. You do what you want about the Committee and it will be alright with me.

I am sorry that you are not coming to Chicago for the A.H.A. Meeting. Travel as you say is bad. Regards from Lucile, Alecea and me.

Copy to Lester Cappon

ILLINOIS STATE LIBRARY SPRINGFIELD

RICHARD YATES ROWE
SECRETARY OF STATE AND STATE LIBRARIAN
HELENE H. ROGERS

ASSISTANT STATE LIBRARIAN

December 21, 1944

JESSIE JENKS
ADULT EDUCATION
MARGARET C. NORTON
ARCHIVES
CHARLOTTE RYAN
EXTENSION BERVICE
HARRIET M. SKOGH
GENERAL REFERENCE

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Dr. Cappon:

It will be all right I think, if you have plenty of them, to send the mimeographed President's Letter to the subscribers. In most cases I believe these people are interested in the affairs of the Society.

I have no comments to make on your letter of December 9th in relation to committee memberships, except to say that I am agreeable to the suggestions made there, as follows:

International Relations: Litton, Chairman; Shipman, McCain and King.

Membership: Mr. Eddy, Chairman; and the following members we suggested at Harrisburg: Brooks, Hailes, Peterson, Pollard, Allen and Pierson.

Municipal Archives: Morris, Decker, White, Corey.

Publicity: Name changed to Committee on Information. Mrs. Hamer, Chairman: Roger Thomas, Adelaide Barry.

Records Administration: Brooks, Chairman; Dr. Brooks to make suggestions as to other members besides Crittenden and himself. It seems to me that this is perhaps a poor name for the committee, since it does not really indicate the purpose of the committee. I wonder if Control of Records would not be a better name for the committee.

Research: By all means we should wait for Mr. Franklin. I am agreeable to his suggestions; namely, that we choose Dr. Cross from New York and Dr. Connor from North Carolina. Other members that we suggested were Brayer, Posner, Beason, Martin and Holmes. I would like a list of the members agreed upon with Franklin. I am willing to go along with his recommendations.

International Relations: I have a memorandum that you had suggested Mr. Lawrence Kinnaird as a member of this committee.

I have not had a reply to either of my letters to Herbert Kellar. I hope he was not offended at what I said about the Joint Committee. I do not feel that I can do anything more until I hear from him. Possibly he is not in Chicago at this time.

Committees on Auditing, Local Arrangements and Nominations can be appointed later.

So far I have not yet written to Phil Brooks to see if he would accept the Chairmanship of the Program Committee. I wanted to get your reaction before doing so. I therefore suggest that you notify him of his appointment and ask him to suggest other members and then to make nominations of other persons whom he would like to have on the committee.

I believe we are now more or less caught up on business, except that I have finally used up my last sheet of the Society stationery, so will appreciate having more sent as soon as you can get it for us.

Sincerely.

Margaret C. Norton President

mcn:1k

Sp. Del.

Mr. Herbert A. Kellar 401 Fullerton Farkway Apartment 1408 Chicago, Illinois

Dear Herbert:

I appointed you Chairman of the Joint Committee on archives because I felt that you more than any other member of the Society of American Archivists were capable of taking an objective view of the problems before the committee. I have no intention of accepting your resignation as Chairman or of appointing enyone else in that capacity.

The misunderstanding about the manner in which appointments to the committee were to be made is one of those misunderstandings which arise easily out of the attempts to do business in the rush of the close of a convention. It is a surprise to me that this has been the only one we have had. This is a matter between Lester Cappon, you and I; therefore, I have sent copies of everything I have sent in the matter to each of you. After all those years of friendship I have no intentions of quarreling with you on this or any other subject.

The thing which irritated me was that in the matter of an appointment of a committee so important as this, I heard about the persons I was supposed to have named on the committee second and third hand, before I knew anything about it myself. I did not know how much had actually been done in the matter on the appointments; therefore, I notified Lester Cappon not to notify Mr. Devis and Mr. Peckham of their appointments until the three of us had straightened out the matter of the personnol.

My original objection to the appointment of Davis and Packham had nothing to do with their ability. As a matter of fact, I think they are two of the most outstanding men in the Society. I merely thought that the manuscript curators' interests were being taken care of by the appointments to the joint committee from the other Association.

It seems to me that since the appointments have been made and some members of the Society at least are away of the fact, the best procedure is to go shead with the appointment of Mr. Davis and Mr. Pockham, forgetting my suggestions about the

appointment of Radoff and Buck. I am assuming that no one but Lester Cappon knows that I have even considered Radoff and Buck for membership on the committee; therefore, no harm is done if we keep the committee as originally planned. Of course, I shall expect that the committee will consult other archivists, particularly state and federal, freely. I certainly do not want to embarrass you in the work of the committee by asking members who have already been notified of their appointment to get off the committee. As I said before, I have absolute confidence in your judgment in the matter of the report to be made. I am glad you have not been demedious of any pressure. I never for a moment thought you would be unduly influenced by it. There really is some pressure, though perhaps my experience with politicans has made me unduly cynical.

I trust this letter will put your wind completely at ease and that you will receive it before Christmas.

With warm personal regards as always,

Wayant Moton
President

men:lk

cc: Dr. Cappon

Margaret C. Norton, President Illinois State Library Springfield, Illinois

January 3, 1945

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

The stationery came, and I wish to thank you for sending it so promptly.

As you anticipated, Phil Brooks feels that he cannot take the time to serve as Chairman of the Program Committee. I was afraid he would feel that way, but I am disappointed, because he would be able, I am sure, to get up just the sort of program that I had in mind. As he suggests, however, on account of the prolongation of the war the travel situation may be worse next fall than it was this year, so it may be necessary to cancel our meetings. The sort of program I had in mind would perhaps not be the best kind to have if the meeting were to be a paper meeting; that is, with the papers printed in the American Archivist. In other words, I had in mind the desirability of organizing the meetings more as a panel discussion group. Phil suggests that possibly Doctor Radoff is well enough now to undertake the chairmanship of the committee, and that if he cannot serve that we ask Roger Thomas of Annapolis, or Edgar B. Nixon of the Franklin D. Roosevelt Library, Ohio. Will you, therefore, please contact these men in that order? In other words, ask Doctor Radoff, and if he says he cannot, ask Roger Thomas, and if he cannot, ask Edgar Nixon. When the chairman is selected, I will correspond with him about the program itself. I think that it is less apt to be confusing if all committee appointments are handled through your office. We do not want any more confusion about appointments.

Herbert Kellar took my letters very much to heart. I have not heard from him since Christmas, but hope that the matter is now straightened out through compromise. It is just one of those things. I do not think any one of the three of us can be blamed for the mix-up.

Phil Brooks also feels that perhaps he has been too close to the Society to take an objective viewpoint in writing the history. I do not agree with him on that point. I think the only other

person except one of the secretaries, would be Solon Buck, who was the chairman of the original committee which drafted the proposal for the Constitution of the Society. I doubt if he would be willing to write the history, but I know he can be very helpful to Phil. Therefore, I am going to insist that Phil do this. Phil asks, "If you or Dr. Cappon have any suggestions as to what form or size the result should take, I'd be grateful for advice. Is it to be presented separately as a longer written document? My highly tentative suggestion would be to make it a moderately long article—it would almost necessarily assume some length—in the journal of which a summary could be read if that is desired." I do not know who proposed the history, but I suspect you did. It would be my understanding that this suggestion of a moderately long article with a summary given in the meeting would be what the Council had in mind.

By now you have received a copy of the letter which I sent to all members of the Council in relation to The American Archivist. I tried to draft it in such a way that if a letter fell into the hands of Professor Pease, he would not have too much objection. I suppose he would say that he should be consulted as to whether or not such letters should go out and that the suggestions should come to him, but of course we all understand the purpose of this correspondence. So far I have received no letters from any member of the Council since sending the letter.

Sincerely,

Mayout C. Norten

President

mcn:lk

Copy

1-4-45

Dept. of Tocuments

Mass Margaret Morton.

President, Society of American Archivists,
Illinois State Archives,
Springfield, Ill.

Dear Miss Parton:

I hope you will be set me straight as to the personnel of the Countities on Interneships appointed by you. On Hovember 28, Norothy Barck, president of the American Association for Sente and Local History, in notifying me of appointment to a similar countities for that Association wrote as follows: "Or. Cappon writes that Herbort A. Rellar has consented to be chairmen of the Cociety of American Archivists representation on the Joint Committee on Interneships of the two associations, and that Edwin A. Tavis, "sportment of Archives, Louisiana State University, and Howard H. Peckham, of the Tilliam L. Clements Labrary, have been informed of their appointments to serve with Or. Fellar."

On November 29, however, you wrote re: "I have been waiting to hear from Mr. Kellar before appointing the other members of the Joint Committee on Interns. I have written to Moctor Compon to check on that he understood me to say. I thought the committee was to be Tellar, Redoff and Duck."

On December 18 I had a letter from "dwin A. Tevis, in response to one I had written to him, and in this reply he says that he has had no word of having been appointed to such a committee and he would be "glad to serve on the above monitoned committee" he would, of course, have to await official notification.

Archivists

Just who are the numbers of the/committee? The S tate and Local History committee, with whom I have also corresponded are Stevens, chairman, Drayer, and myself. Until I know whole who on the Archivists' end I am atymied and I do not want the interneship idea to die a stillborn death. These, set me straight.

Sincerely.

Bartha W. Josephson

Bopy to Tr. Cappon Copy to Pr. Fellar

9 January 1945

Mise Margaret C. Norton, President The Society of American Archivista Illinois State Library Springfield, Illinois

Dear Miss Norton:

Miss Josephson has sent me a carbon copy of her letter to you of Jamary 4 inquiring about the personnel of this Society's representation on the Jeint Committee on Interneships. Since you sent me copies of your letters to Herbert which left it up to him to say whether he would continue as chairmn of the committee, I have heard nothing further. If he has failed to reply to your last letter, I would suggest that you communicate with him by long distance. All his correspondence with me has been much delayed and I have concluded that he may be without stanographic help. Until I hear that he has agreed to comtinue as chairman with Davis and Peckhas on the committee, I cannot very well write to then regarding their appointments.

I suppose you have heard that Feekham is to succeed the late Dr. Celeman at the Indiana Historical Bureau beginning February first. Thus Feekham will become a state archivist, or do I misunderstand the peculiar set-up in Indiana? I am very glad that he has the job; I imagine it amounts to a considerable promotion for him.

Since Has J. is tearing her hair about the intermeships, I thought I had better write to you. I shall write again on other business shortly.

Sincerely yours,

Lester J. Cappon Secretary January 12, 1945

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Wiss Norton:

I have some matters to report regarding committees, as follows:

Municipal Archives: Professor Leonard D. White of the University of Chicago has declined to serve because of pressure of other duties. I have asked the Chairman, Richard B. Morris, for other suggestions.

1945 Program: I have written to Redoff to inform him of his appointment as Chairman.

Records Administration: Due to an oversight I failed to forward to you the enclosed carbon copy of a letter from Philip Brooks of December 14, with suggestions of additional members of this Committee. I have indicated in pencil the names of the committees upon which some of these people are already serving.

Research: We agreed to wait for another letter from Neil Franklin as to whether he could accept the Chairmanship. Since a month or more has elapsed I have written to remind him that we need his decision as soon as possible.

Salvage of Records: The establishment of this Committee came out of a suggestion of Phil Brooks during the meeting at Harrisburg. As I understood it he was to be appointed at the time. Please let me know whether you appointed him at that time. If not I shall write to him. I believe this was to be a one man Committee.

I am glad to know that Phil Brooks has consented to write the history of the first ten years of the Society. The original suggestion for such a historical sketch came from Karl Trever. I should think that the history might consist of a rather long article to be published in THE AMERICAN ARCHIVIST, an abridged persion to be read at the annual meeting.

I have read with much interest your comments and suggestions on editorial policy. As yet I have not heard from any other members of the Council on this metter but shall keep you informed of developments.

Cordially yours

Margaret C. Norton, President Illinois State Library Springfield, Illinois

January 13, 1945

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

I have dropped Herbert Kellar a note asking him to put the one word "ok" on a postcard and mail it to you if he is willing to go ahead as chairman of the committee in accordance with my letter to him of December 22, of which I sent you a carbon. I imagine that he thought that we could go ahead on that basis, but I do not want to do so until I know for sure. Inasmuch as I had written to Miss Josephson explaining the situation and telling her that I would have to wait until we had straightened out the matter, I do not see why she took it upon herself to write to any of the persons mentioned. I have written her telling her that the matter is still not in the clear and please to confine her correspondence to Mr. Kellar until we notify her to the contrary.

Howard Peckham wrote me about his appointment as Secretary of the Indiana Historical Commission. I am very happy about it, because I think he will have a real opportunity there. There are a great many historians in Indiana who will back him in what he attempts to do. He will not have anything to do with the archives, however. That is a department of the Indiana State Library, which, however, is housed in the same building. His work is largely along the line of publications and historical work in general. He does not even have a library under him. I think his going there would perhaps make the possibilities of our using him as we had thought better, because he will have his own staff trained in publication work. Of course, he will have to have time to get adjusted in his new job. It is just possible that things will work out all right under the present set-up.

So far I have had only one reply to my letter to the members of the Council. I enclose a copy of Doctor Radoff's letter in case he did not send a carbon to you.

Enclosed is Doctor Llaverias' acceptance of the honorary member-

metind a note from kellar. Chase go chad and notify

notify Devict Callan of appt. 1-13-45. Dr. Cappon, SAA.

ship in the Society of American Archivists. I think this should be in the Secretary's file.

Sincerely,

Wengered - North

mcn:lk Enc. 2

Margaret C. Norton, President Illinois State Library Springfield, Illinois

January 18, 1945

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

Thank you for sending me the carbon copy of the letter from Doctor Brooks of December 14th, with suggestions for his Committee on Records Administration. I had not happened to receive it. I enclose a copy of my reply to him. You and he have my permission to work out the membership any way you please, but please let me know who is finally selected.

1945 Program. It is obvious that we are not going to be allowed to hold a meeting this year. I think though that a paper program might be a good idea; that is, to assign topics for articles to members, which articles could be read if at the last minute we could have a meeting, or published in the American Archivist. If we do not have a meeting or program articles, how Is Doctor Pease going to get around his aversion to soliciting articles for the American Archivist? Let us see what Doctor Radoff replies before we go any further on the program idea.

Committee on Research. I note what you say about not yet having heard from Neil Franklin as to whether he would accept the chairmanship. He is a very capable man, and I hope he can.

Writings on Archives & Manuscripts. Karl Trever says he is willing to continue as Chairman this year, but since he is no longer Librarian of the National Archives, he does not always see some of the materials which used to pass over his desk. I suggested to him that possibly he would like to have his new Librarian added to his committee. I have not heard from him, and neither am I sure just who that librarian is. If he writes you anything about it, I still want him to continue as chairman, but if he wishes the new librarian on to keep him in touch with things, he may have that person added. However, that is up to him.

Salvage of Records. Philip Brooks and Mr. Corey were appointed

to this committee during the meeting and prepared a statement concerning the wastepaper drive, which was given to the press at that time. I believe that was the only purpose of the committee.

Doctor Buck has promised to comment on the American Archivist in the near future, but has not yet found time to do so. I am afraid the other members of the Council are perhaps hesitant about writing comments because of personal friendship with Doctor Pease. Doctor Pease and I have been friends for thirty-three years, which is probably longer than any other member of the Council, except Doctor Buck. I do not think that personal friendship should stand in the way of getting out an improved American Archivist. Neither do I think that this will necessarily imply a change of editorship. In fact, I think most of the trouble has come from the fact that Doctor Pease has not attended meetings, and therefore is not aware of the sentiment of the members about editorial policies. If we do not hear from other members of the Council within a month, I think I will have to write to them again.

Doctor Buck writes me that Fremont Rider, Librarian of Wesleyan University has proposed that most of the holdings of research libraries be placed on micro-cards. He writes further "It appears that a committee is being organized to develop plans for putting the project into operation on a cooperative basis, and Mr. Rider asked me to appoint 'someone to represent both your office and the archival side of micro-card development generally' on the committee. I appointed Mr. Holmes, who functions as my Program Adviser.

"I did not know what Mr. Rider meant by 'the archival side of micro-card development generally', but it now appears from a more recent letter of his that he would like to have Mr. Holmes serve as the representative of the Society of American Archivists as well as of my office, and he asked me to bring this about if possible."

I have written Doctor Buck that I agree to the appointment of Holmes as the joint representative of the National Archives and of the Society of American Archivists. I suggest that you write him formally that he has been appointed by me to represent the Society of American Archivists at meetings of this committee of Mr. Rider's.

Sincerely,

Mayout C. Norton

Archivist

mcn:lk Enc.

January 18, 1945

Dr. Philip C. Brooks The National Archives Washington, D. C.

Dear Doctor Brooks:

Doctor Campon has just sent me a carbon of your letter of December 14th to him with suggestions for your Committee on Records Administration.

Dr. Crittenden I think we both agree upon. The Committee on Local Records has been studying the question of a simplified manual for the care of records by county officials, and the Council has definitely instructed that committee to prepare such a manual. This manual will not in any way, I think, duplicate the work your committee is planning to do, because I imagine you are approaching it from the archival side than from the side of how the layman can improve his records. I would suggest, therefore, that the Chairman of the Committee on Local Records, Mr. Burt, of Connecticut, should be a member of your committee, so that you could work together and both of you know what each committee is doing along its special line.

Last year Miss Nute was appointed to a committee, but found it impossible to do any committee work. Her Great Lakes series volume is now out, and I hope she will again be available for committee work for the Society. She has already been appointed to the Filing Equipment Committee, but I agree ith you that she should probably also be on your committee, if she is willing to serve. There again the matter will be an overlapping between the two committees.

Doctor Charles M. Gates declined to serve again on an Archival Buildings Committee. I suspect he would not, therefore, be willing to serve on your committee, either, although he has done so much preliminary work it might be worthwhile.

If you wanted a member of the National Association of County Officials, I would suggest instead of Mr. Ralston, Mr. Merrill J. Bunnell, the Washington representative of the Association. He is probably a permanent officer of the Association. Mr. Ralston goes out of office in April. Also, he will be right there in

Washington where you can confer with him personally.

Both Mr. Corey and Mr. Eddy of New York are already on committees. Mr. Eddy did one of the two preliminary reports for the Vermont Archives, and if he would be willing to serve, and you would want him, I think we could appoint him.

Sidney Goldmann knows very little about archives, but seems to be very anxious to learn. I question whether he has enough experience to be very helpful to you. However, he is a lawyer and that might be helpful on certain phases of the work. If you would like to have him on your committee, I will be glad to appoint him.

Charlotte Capers is already on the Archival Buildings Committee.

I am delighted that you are working on a bulletin on records administration. It is something that we need despond tely. I am also gratified by the interest of our Illinois officials in my class on Creation of Records being held this month. Over fifty have now enrolled. Each meeting brings more important persons to the class. It seems to be there is really a chance for two bulletins, though I am not of course telling you to prepare both. I think State officials are very much interested in how to get control of their records, chiefly because lack of storage space and equipment has brought the record situation to the acute stage. I assume it is your purpose, however, to prepare a manual intended for the use of a beginning archivist.

Of course, I will be delighted to serve in any may that I can on the committee, but naturally cannot formally be made a member of it.

I have Bootor Crittender and you will find it bossible to bring out your bulletin this year, using the other members of the committee, as you suggest, as consultated.

Sincorely,

Margaret C. Norton

President

menilk

cc: Dr. Cappon

January 25, 1945

Miss Margaret 1. Mouton, President The Society of Merican Archivists Illinois State Library Springfield, Illinois

Dear Miss Morton:

I want to report to you on several matters in connection with the committees of the Society.

Program Condition. He feels skeptical, as so all do, about holding the "inth Annual Feeting and has suggested that the Corrittee remain of them in attitude until June with the hore that the progress of the war by that time may indicate whether there is a better chance of holding the neeting in the fall. It is inclined to feel however that the Committee should go into action at once so that papers will be presented, not so much for use at an annual meeting as for cossible sublication in THE AMERICAN ARCHIVIST. I have not yet given thought as to the personnel of this Committee. Dr. Puck has sent me a copy of an ODT memorandum concerning application to be made for commission to hold a meeting which would be attended by fifty or more persons. The items in this application indicate clearly I think that we should not attempt to hold a meeting under present regulations.

As soon as I had received your letter saving that Marbert Mallar agreed to continue as Chairman of our representation on the Joint Committee on Interneshins, I wrote at once to Momand Pechhan and Edwin A. Davis to inform them of their arpointments. I have not yet heard from either.

Although I have tried to explain to Dr. Gondes that committee arrointments are initiated by the President of the Society, he has again proceeded on his own and asked Dr. Radoff to serve on the Committee on Archival Buildings in place of Professor Gates who declined. This is for your information so that you can add Radoff's none to the list. I see nothing else we can do about it.

I am waiting to hear from Phil Brooks regarding his choice of persons to serve on the Committee of Records Administration in addition to Dr. Crittenden.

Neil Franklin has finally written that additional responsibility at the National Archives necessitated his declining to serve as Chairman of the Committee on Archival Research. I am sorry that the work of this important Committee has again been delayed. Perhaps we can fine someone else in the National Archives for Chairman but I am not sure whom it should be, although I have looked through the membership list. Phil Brooks could no doubt make a good suggestion. Referring to the personnel of this Committee as we decided on it at Harrisburg I would suggest that since we have two people from New York State that we drop Dorothy Barck's name. What would you think of asking Dr. Connor to serve on this Committee?

Regarding the discussion among members of Mine Council on editorial policy I have on hand at present only your letter and carbon copies of Dr. Crittenden's and Dr. Radoff's letters to you.

Sincerely yours

Margaret C. Norton, President Illinois State Library Springfield, Illinois

February 10, 1945

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary The Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

I am glad that Doctor Radoff has accepted the Chairmanship of the Program Committee. I do not think there is any likelihood of the war situation becoming good enough to permit us to hold a meeting this year. However, I agree with you that it might be desirable for him to invite people to prepare papers which could be printed in the American Archivist, even though we did not hold a meeting. Please ask Doctor Radoff for suggestions about his committee membership. Possibly it would be helpful to have someone from the Committee on Research on the Program Committee. This Committee on Research presumably is hunting for topics which need to be written upon. I am very sorry, indeed, that Neil Franklin feels unable to serve as Chairman of that committee. How about putting the librarian of the National Archives in as chairman; for the moment I cannot call that person's name. I have also suggested that the same person be put on Karl Trever's Committee on Writings on Archives & Manuscripts. I rather threw a wet blanket on Philip Brooks' suggessions for persons to serve on the Committee on Records Administration in addition to Dr. Crittenden. suggested Grace Nute, Charles Gates, the President of the National Association of County Officials, Mr. Corey, Mr. Eddy, Sidney Goldmann, and Charlotte Capers, as possibilities. All of these people except Mr. Ralston of the National Association of County Officials are already on committees or have declined to serve on them. suggested that Mr. Murrell J. Bunnell, the Washington Representative of the National Association of County Officials would be better, since he is the permanent officer of the Association. I have not yet heard from Doctor Brooks about our making further suggestions. To go back to what you say about the Committee on Archival Research, I think Doctor Connor would be a very fine person on this committee. If we drop Dorothy Barck from that committee, I wonder if she would not be good for the Committee on Records Administration?

There seems to be a slight overlapping between the Committee on Records Administration and the Committee on Local Records, in that each is apparently working on a manual on archival administration, but each working from a slightly different angle. The Com-

mittee on Local Records has been asked to prepare a manual for the use of local officials, this to be a rather simple manual on the creation and care of county records rather than a revision of the earlier AHA pamphlet on local archives which was chiefly propaganda to get county officials to give records better care. What the county officials are asking for is instruction in how to go about bettering their records program. The Committee on Records Administration is working on a manual from the point of view of administration by the archives. Perhaps Mr. Burt should be on Doctor Brooks' committee also. You can see what Phil thinks about that.

Personally I feel rather let down in the matter of the discussion among members of the Council on editorial policy. Doctor Buck has promised to write, but so far I have not heard from him. The other members have ignored the matter entirely, although I have mentioned it at least twice to each. It was my impression that the Council felt rather strongly in the matter. Evidently they more indifferent than they indicated to us, or else they are passing the buck to you and me. Personally I do not feel strongly enough in the matter to get myself out on the end of a limb. I suppose though, they really intend that you and I shall between us draw up the statement on editorial policy then submit it to them for criticism. I hardly know what to do in the matter.

Referring back to Doctor Gondos' Committee, I am perfectly agreeable to have Doctor Raddoff to serve on his Committee on Archival Buildings, provided Doctor Radoff is willing to do so. Since he is Chairman of the Program Committee, however, he may feel that he cannot be added to any other committees.

Sincerely,

Margaret C. Norton

President

mcn:lk

February 23, 1945

Miss Margaret C. Norton, President The Society of American Archivists Illinois State Library Springfield, Illinois

Dear Miss Norton:

I have not been able to give any time to speak of to the Society's business during the past three weeks. I am very sorry that we have made no progress in getting a chairman for the Committee on Research. I have just written to Philip Brooks to ask whether he could suggest someone in the National Archives as chairman.

I have just written to Dr. Radoff requesting that he recommend certain people to serve on his Program Committee and that he communicate directly with you.

Have you heard anything further regarding the Joint Committee on Interneships? Dr. Peckham accepted appointment but I have never heard from Edwin A. Davis. I am writing him again with the hope of getting a prompt reply this time.

I shall send you an a separate letter some comments of my own on editorial policy and a copy of Dr. Peckham's comments on the same subject. I have in my file at the present your original statement sent with your letter of December 29; Peckham's comments and copies of Crittenden's and Radoff's letters to you on the subject. I would suggest that you write again to each member of the Council who has failed to reply. I think we ought to pool the ideas and send a composite statement to each member. Then on the basis of their replies perhaps we could prepare a sort of joint statement to be sent to the editor.

Sincerely yours

February 24, 1945

Miss Margaret C. Norton, President The Society of American Archivists Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am enclosing herewith a copy of Dr. Peckham's criticisms of editorial policy and my own statement on the same subject. I have just written to Miss Chatfield on another matter and took the opportunity to urge her to send in her comments.

I have two matters which I intended to include in my letter yesterday. The replies of the Council members to my circular letter of January 15 indicated clearly that the sentiment was against holding the 9th Annual Meeting unless war conditions changed by the summer. Although some statements on place of meeting were not clear cut I think the Middle West is preferred and four persons mentioned Columbus, Ohio, specifically.

Considerable interest was expressed in Karl Trever's suggestion regarding a prize for the best piece of writing on an archival subject. Of course that phrase would have to be defined and it was suggested that Trever might prepare a somewhat detailed statement of his ideas. I should think this might be done either before a committee on this subject is appointed or as information for the committee to have on hand at once. I shall be glad to have your advice on procedure.

There was some difference of opinion on Trever's suggestion regarding exchange of personnel between archival establishments. Miss Chatfield pointed out that "The lack of a great number of institutions of comparable type would restrict the program to the point where it might just as well be arranged by the particular institutions involved - and another thing, there is nothing like a standardized body of information or procedures covering archival matters as they are administered in various institutions." I surpose we might appoint a committee on this question or it could be referred to the Joint Committee on Interneships. The latter alternative would be conditioned, I should think, by how active this joint committee becomes and what it actually undertakes to do.

Sincerely yours

March 23, 1945

Miss Margaret C. Norton, President The Society of American Archivists Illinois State Library Springfield, Illinois

Dear Miss Norton:

In a conference with Phil Brooks in Weshington last Sunday he suggested that Carl Lokke of the National Archives would make a good chairman of the Committee on Archival Research. He said he would sound him out as to his interest in the job and I shall be glad to have your comment on this suggestion.

I wrote to Dr. Radoff to inform him that as retiring member of the Council he is Chairman of the Nominating Committee, by provision in the Constitution. I asked him to suggest two members to serve with him with the understanding that you were not at all bound by his proposals in making your appointments. He has suggested Phil Brooks and William D. Overman.

Sometime ago I discussed by letter with Miss Chatfield the desirability of having the Society of American Archivists incorporated. This can be easily done in the District of Columbia and such incorporation would make it possible for members to claim certain exemptions in their income tax return. After getting some expert advice on the question she has drafted articles of incorporation and as soon as multiple copies of this are available I shall submit the proposal to members of the Council.

I hope we will receive comments on editorial policy soon from Medsrs. Buck and Kellar. Phil Brooks promised last week that he would send his comments to you at once.

Sincerely yours

Margaret C. Norton, President Illinois State Library Springfield, Illinois

April 6, 1945

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

A temporary shortage in my stenographic department and a pressure of work has prevented my doing anything further about the editorial matter now before the Council. You now have copies of all letters which have come to me on this subject. less certain now than I did while we were in Harrisburg that the Council is as anxious to take the drastic steps discussed there as it gave you and me the impression. Herbert Kellar has made no comments whatsoever, Morris Radoff says he is not acquainted with Doctor Pease and cannot judge, Doctor Crittenden writes vaguely about the things which he thinks the American Archivist should concern itself with, Helen Chatfield's comments were among the most penetrating ones which I have received. Doctor Buck feels and feels strongly that the Council should not interfere except through the Editorial Board, and although he does not say so directly, I am sure he feels that the whole proceeding is an insult to Doctor Pease, who has, after all, done something for the American Archivist that probably no other member had the capacity to do. I have not so far been able to put through a statement to submit to the other members of the Council. I feel that the Council have rather thoughtlessly dumped a rather delicate matter into your and my laps. I am inclined to believe that if we are not careful, we are going to find ourselves without an editor, and I fear Doctor Pease will find out what we have been writing about and feel that we have been underhanded with him. problem of what to do and how to handle the situation is causing me grave concern, and so far I do not see the proper procedure. However, I will write further on this matter later.

I cannot place Carl Lokke of the National Archives, but if Phil Brooks thinks he would make a good Chairman of the Committee on Archival Research, I would like to have him appointed. I hope you have heard by now from Phil as to whether he thinks Mr. Lokke would take the job.

I would be glad to have Phil Brooks and William D. Overman

as members of Doctor Radoff's Nominating Committee, and would like to have you notify them and him accordingly.

I am glad Miss Chatfield is taking the initiative in the matter of getting the Society of American Archivists incorporated. I had not realized that this would affect our exemptions in our income tax returns. I have always claimed and received exemption here for my Society dues. I think it is always desirable, however, to have an Association incorporated, particularly where the handling of considerable sums of money is involved. We may, if Miss Josephson's proposals work out, get a subvention from one of the Foundations for phases of our archival work, and we should be ready to receive such money if it should become available. Prior incorporation would be necessary. I will be glad to see the articles of incorporation when you have them ready to submit as a proposal to members of the Council and you may use my endorsement of the idea in submitting it to the other members, as you see fit.

Sincerely,

Margaret C. Norton

President

mcn:lk

Miss Margaret C. Norton
Illinois State Library
Chicago, Illinois

Dear Miss Norton:

I have received a letter from Miss Chatfield dated April 23 in which the following paragraph appears:

The annual statement of receipts and expenditures for the year 1944 has been completed and sent to the suditing committee (Mr. de Valinger). This year a change has been made in the form of statement, and it has an accompanying letter addressed to the Council explaining the changes and commenting on the finances. These will no doubt reach you in due course via Mr. de Valinger.

Evidently Miss Chatfield does not understand that Mr. de Valinger was chairman of the Auditing Committee for the year 1943-44. Since he performed this duty very conscientiously and since Miss Chatfield has already sent him the material referred to in her letter I suggest that he be appointed chairman of the Auditing Committee for 1944-45, and that you name two others to serve with him. The other two members last year were Dr. Radoff and Miss Edna Jacobsen. Dr. Radoff is already occupied with the 1945 program and therefore I suggest that he should not be considered for reappointment to the Auditing Committee.

I have not been able to get my thoughts together on what the next steps should be with regard to the
problem of editorial policy. However, Phil Brooks' statement
rather encourages me to feel that we ought to go ahead and
submit a summary statement to the members of the Council and
I believe that you are the best person to do that job. If it
is to be done I don't think we should wait any longer to hear
from Herbert Kellar.

I have written to Carl Lobbe to inform him of his appointment to the chairmanship of the Committee on Archival Research. I hope he is willing to accept so that the Committee can become active again. The other persons whom I believe we agreed upon to serve are Lewis Beeson, Herbert O. Brayer, P. D. W. Connor, Ernst Posner, and Whitney R. Cross.

I am enclosing herewith a copy of the revised mailing list; also a list of subscribers to THE AMERICAN ARCHIVIST so that in your addressograph list you can distinguish institutional members from subscribers.

Sincerely yours

Margaret C. Norton, President Illinois State Library Springfield, Illinois

May 5, 1945

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Doctor Lester J. Cappon, Secretary Society of American Archivist University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

If Mr. de Valinger is willing to serve as chairman of the Auditing Committee for the year 1944-1945. I am very agreeable to have him act as Chairman this year. Also for the other members I suggest Miss Jacobsen and Mrs. John T. Moore.

I hope Carl Lokke will agree to accept the chairmanship of the Committee Archival Research. The other members listed in your letter of April 30 are as agreed upon between us before.

I vote "yes" on accepting membership applications for the six individuals and one institution listed in your letter of April 30.

I also approve of the supposed certificate of incorporation of the society except that the first paragraph of article 5 you say, "the corporation have been governed by the constitution and by-laws of the unincorporated association in effect at the time of the incorporation." I think a clause should be added here to make it read "in effect at the time of their corporation, and as subsequently amended under the provisions of that constitution." I am not sure of the legal phaseolagy. What I am getting at is that I wonder whether the present wording limits our power to amend the constitution and by-laws later.

I agree to the suggestion that Helen L. Chatfield, Solon J. Buck and Dan Lacy be designated to sign the certificate of incorporation.

I vote in favor of the resolution with respect due the thanks to the several monuments officers for their work in preserving and safeguarding European Archives.

Until we can find someone who would be willing to undertake the editing of The American Archivist in case Professor Pease is unwilling to continue under the proposed revised editonial policy, I do not think we can do a thing about the situation. Have you sounded out Howard Peckham about the possibility of his accepting the position? He is the one person whom I think would be

most apt to be able to swing the job. Because he is so new in his present position, I wonder whether he would feel he could undertake the work at present. I have not found time to formulate a statement for Professor Pease.

Mr. Kenneth C. Blood, our Field Visitor for Archives, has just lost his job, because of violation of certain Civil Service rules in relation to political activities. That means I must carry on his work as well as my own while we are finding the right person for his successor. I presume we will lose Mr. Blood's membership in the Society, but I hope not because he is sincerely interested in archives work.

Sincerely yours,

Margaret C. Norton

President

Miss Margaret Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

Dr. Carl L. Lokke has accepted the Chairmanship of the Committee on Archival Research. In addition to the appointees which we have already proposed for the members of this Committee, he has suggested Harry L. Coles, Jr. Mr. Coles was with The National Archives during 1942-47 and now holds a position as Historian in Intelligence, Historical Division, Army Air Forces, War Department, Washington, D. C. Dr. Lokke has cited an article on the records of the Tennessee Food Administration in The National Archives, by Mr. Coles published in the Tennessee Historical Quarterly, March, 1945.

The Secretary's Office will have to be moved to Williamsburg, Virginia, this fall. I have just accepted a position as Archivist of Colonial Williamsburg and as Research Editor of the Institute of Early American History and Culture, a joint undertaking of Colonial Williamsburg and the College of William and Mary.

Sincerely yours

Margaret C. Norton, President Illinois State Library Springfield, Illinois

May 14, 1945

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Dr. Cappon:

Please accept my heartily congradulations upon your new appointment as Archivist of Colonial Williamsburg and Research Editor of the Institute of Early American History and Culture. I hope this means a very substantial increase in salary, and I also hope that you and your family will enjoy Williamsburg. I have heard several criticisms of the quality of some of the research work done in the restoration of building. One of the things which has struck me personally in my visits to Williamsburg, is the extensive use of venetian blinds. I am inclined to believe that the term Venetian blind, which is found in early Colonial records, do not refer to the loose slats which we use today, but rather to a particular kind of inside pannel shutter with moveable louves. I think that it is curious that we have never seen or at least I have never seen a picture of this type of blinds, we call Venetian blinds, in any old Colonial house. I am personally curious as to whether this was a Williamsburg oddity, or whether the architects have made a mistake. One of my grandfathers who was a contractor and who specialized in mill work, although he did not call it that, always called Venetian blinds the shutters I have described above. Personally I believe I would prefer Charlottesville to Williamsburg as a place of residence, but there are probably attractions in Williamsburg which I do not know about.

I am delighted to hear that Dr. Carl Lokke has accepted the chairmanship on the committee of Archivist research. I will also be glad to appoint Harry Coles, Jr. to the committee in accordance with your suggestions.

I still do not know what to do about The American Archivist. The last number contained one article, which I think is decidedly the sort of thing which our members want, and that is Miss Minogue's article on flattening folded records. I have learned that Professor Pease is carrying a overpowering load of work on top of his work for The American Archivist. I would like to try for a few months to see whether or not

Dr. Lokke's committee cannot achieve something along the line of getting papers written for the American Archivist, of the type which our members want. I do not know whether Dr. Lokke is aware of the purpose of this committee. As you will recall I created this committee last year for the purpose of having the committee survey the field of Archival literature and to locate the topics which are not adequately treated in current archival literature. This committee was supposed to find someone to undertake to write upon these subjects, and to submit the papers to Professor Pease. There are some things aside from the selection of material for the magazine which have been criticized, but the main criticism has been lack of searching out articles along more popular lines.

Sincerely yours.

Margaret C. Norton

President

MCN: fo

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

Professor Sydney Painter of Johns Hopkins University has informed me that the American Historical Association is planning approgram in Washington during the Christmas Holidays. He would like to know whether the Society of American Archivists would like a place on the program.

Since there are so many archivists in Washington and the meeting is designed primarily for people in the District of Columbia, I should think that we ought to hold a session. I have no bright ideas at the moment about a subject for such a session. If you think we ought to make plans for it, I suppose someone in Washington ought to be chairman. I shall be glad to have your advice.

Sincerely yours

June 8, 1945

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

Gaston Litton, Chairman of the Committee on International Relations, informs me that he is going to be in Brazil for several months. While there he will give some attention to our membership campaign among Latin-American archivists. He has just prepared a special form letter and circular about the Society which we are mimeographing and sending to some thirty Latin-American archivists. He plans to make personal contacts with the people in Brazil.

Since Mr. Litton will be out of the country for some time he has suggested that Fred Shipman, who is on this Committee, be made Chairman. He and Phil Brooks and several other people in the National Archives have been discussing the idea of an international conference of archivists which might be held in Europe and to which no doubt our Society would want to send an official representative. If such a conference materializes Shipman would probably plan an important part in the American representation and this possibility seems to be another reason why he might well be made Chairman of the Committee on International Relations at this time.

I expect to see Phil Brooks in Charlottsse, ville this weekend and will doubtless learn more details about this idea. The Council of the Society would doubtless have to take some official action after the plan begins to take definite shape and promises to develop into a meeting abroad.

With best wishes, I am

Sincerely yours

Margaret C. Norton, President Illinois State Library Springfield, Illinois

June 16, 1945

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary The Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

Since Mr. Gaston Litton, Chairman of the Committee on International Relations, expects to be out of this country for several months, I will be goad to appoint in his place at his suggestion Mr. Fred Shipman as Chairman.

I hope that Mr. Litton will be able to do something about memberships in Brazil. I have just had a letter from Elza de Marigny who was an intern with us a year and a half ago. that Miss Maria de Lourdes Costa e Souza who was in Washington a year earlier and who attended one meeting of the Society of American Archivists is giving a course on filing and preparation of records, under the auspices of what Miss Marigny calls the DASP (Administrative Department of Public Service). I hope Mr. Litton will contact her and also Miss Marigny, who is the secretary to the Director of one of the divisions at the Ministry of Finance. Quite likely Mr. Litton knows Miss Marigny. Miss Marigny implies that Mrs. D-Araujo does not have as much weight with the Brazilian Service as she has lead some of her American friends to believe. are now a number of former American students in Brazil who are anxious to do something to improve the records situation of their government. I hope Mr. Litton can help the cause along.

If an international conference of archivists is held in Europe, I think the whole Council should participate in the selection of the delegate to the conference on behalf of the Society of American Archivists. There may be others going who would have as much prestige as Mr. Shipman. I am surprised that an attempt is being made so early to hold conferences in Europe, but I suppose the matter of restoration of archives dispersed or damaged by the war is a pressing one.

Have you done anything with my suggestion that the fate of European archives might be a suitable topic for discussion at the December meeting of the American Historical Association?

Sincerely.

Margaret C. Norton

President

July 9, 1945

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

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This reply to your letter of June 16 has been delayed because of my vacation in Wisconsin.

I shall inform Mr. Fred Shipman of his appointment as Chairman of the Committee on International Relations in the place of Mr. Gaston Linton.

Wr. Litton prepared a list of Latin American archivists as prospective members of the Society at the special rate of \$1.50 now available by action of the Society at its last business meeting. He prepared a letter in Spanish and a description of the Society along with an application form for membership. I am enclosing herewith a copy of the latter. This material was sent out along with copies of the January, 1945, issue of THE AMERICAN ARCHIVIST containing the article in Spanish by Augustin Hermandez. I hope these letters along with Litton's personal contacts in Brazil will bring some results.

Regarding the possible International Conference of Archivists in Europe I agree with you that the selection of a delegate from this Society should be determined by the Council.

Dr. Buck accepted the Chairmanship of the Program Committee for a joint meeting of our Society with the American Historical Association in Washington next December. He was heartily in favor of your suggestion regarding a program on the subject of the effects of the war on European archives. I feel sure that an interesting program will be arranged.

The shall have to take some action this summer on the question of the next Annual Meeting. I feel quite certain that an Annual Meeting this year is out of the question because of increasing transportation difficulties. I shall get in touch with the Chairman of the Program and Nominating committees and in the meantime I think members of the Council should be circularized on the question of whether or not a meeting should be attempted.

Mr. Whitney R. Cross of Cornell, who is a member of the Committee on Archival Research, has informed me that he is leaving Cornell in September to lecture for a year in American history in a

Miss Margaret C. Notton 2 July 9, 1945

Connecticut College. "If all goes well," he writes, "I shall be pursuing a teaching rather than an archivist's career in the future." He has suggested that he be replaced by someone else on this Committee. I shall be glad to have your advice on this matter.

We have had some new application blanks printed and a large supply of these has seen sent to Mr. Eddy, Chairman of the Membership Committee. I am enclosing a copy.

Sincerely yours

Prof. Theodore C. Pease Department of History Lincoln Hall University of Illinois Urbana, Illinois

Dear Doctor Pease:

It has been a long time since I have seen or written to you. I have been hoping that we might get together sometime to discuss some of the problems you must be neeting as Editor of the American Archivist. One matter which must be of considerable concern to you is the likelihood that we will be unable to hold a meeting this year. I requested the Chairman of the Program Committee, Doctor Badoff, to request people to write papers which could be either read at a meeting or which would be suitable for publication in the American Archivist. If you have any suggestions as to what you think might make good articles, I am sure he would be glad to get the suggestion. I have also been hoping that our Committee on Research would stimulate some writing of good archival articles. So far as I know, however, they have not been too successful in this line.

I have heard a number of comments on the April issue, particularly on Mrs. Minogue's article on "Flattening Folded Records". There is quite a demand for articles on phases of technique. Several people mentioned that at the Harrisburg meeting, saying that they wished you would publish more articles of that nature. I told them that your problem was to get such articles. I definitely suggested an article on what the arthivist should know about paper to one man whom I felt should know something about the subject, but he was too busy, so as you doubtless noticed, I published a short article myself in Illinois Libraries. Did you get any response from my Presidential letter urging members to submit articles? Have you any suggestions as to how I can be helpful to you in filling the American Archivist, or is the bottom of the barrel less visible than it was the last time I talked with you on the subject?

I wish to express my personal appreciation to you for the effort you have made to keep up the American Archivist at a time when you have been overwhelmed with your regular work. Are you calling on the members of your Editorial Board to bear part of your burden with you? Perhaps it is a one-man problem, but I

would like to help lighten your burden some way if it is possible.

Sincerely.

Margart C. Norton

mon: 1k

cc: Dr. Cappon

Margaret C. Norton, President Illinois State Library Springfield, Illinois

July 13, 1945

Address Communications to: Lester J. Cappon, Secretary University of Virginia Library Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

Never having taken a course in Spanish, I can only guess at the contents of the proposed letter soliciting memberships from South America. From what I can make out, however, I should say it was a very good letter. Do you not think it would be desirable also to have this letter translated into Portugese for use in Brazil? It seems to me that we have more prospects from Brazil than from any other country, because so many students have come here from there. We had two of Doctor Posner's students here this week. I doubt if Mr. Litton will be able to contact all of these people in person.

I am glad Doctor Buck was able to accept Chairmanship of the Program Committee for the joint meeting in Washington next December. I am sorry we cannot all hear the discussion, which ought to be very interesting and of course should be published in the American Archivist.

There seems to be no possibility of an annual meeting for the Society this year. I had thought there might be a possibility of having a Council meeting, but doubt if we could get a quorum of the Council together in Washington, which would probably be the most central spot. Since we are told that this transportation crisis is likely to last at least six months, in order to start the ball rolling I move that the annual meeting of the Society of American Archivists for the year 1945 be omitted, but that election of new officers and other necessary business be transacted by mail.

I am concerned over the fact that if we do not have a meeting this year it will be difficult to fill the American Archivist next year. Earlier in the year I suggested to Doctor Radoff that he request members to prepare papers to be given as a program if the meeting were held or to be printed if not held, and suggested that the program be of such nature that the papers should be suitable for publication. I have not heard as to whether Doctor Radoff has done anything as yet; probably not. I urged Doctor Posner to

permit the lectures given in the summer course held partly in Washington and partly at the Maryland Hall of Records be published either in the American Archivist or in Illinois Libraries, at his discretion. He replied that the course was experimental and he doubted if the faculty would be willing to have the lectures published. I replied that I thought that was an unwarranted assumption that nothing should be published until proved, that a great many people were anxious to take such a course as this or to have the information in the course to give to new staff members. There is a possibility that this might help fill the periodical. Also, presumably our Committee on Archival Research is doing something. Possibly this will make Doctor Pease break over and solicit articles.

I feel that I have fallen down on the problem of the editorial policy of the American Archivist. Since there is no possibility that I can see of getting another editor in case Doctor Pease should resent our suggestions, as we feel sure he would, I hardly see what we can do this year. The Council, despite the discussion at Harrisburg, seems from correspondence to be far less united in feeling that the procedure we outlined is the correct one. I am inclined to believe that Doctor Buck's suggestion that the proper procedure is to propose that the editor be appointed for a given period of time rather than indefinitely is the best procedure, then if he does not accede to the wishes of the Council we could simply not reappoint him. I feel that a great deal of the difficulty has arisen because he has not been coming to meetings and is not aware of the wishes and needs of the members with respect to the periodical. I have been hoping that business would take me over to Champaign sometime so that I could have an informal discussion with him and feel him out; so far the opportunity has not arisen. I know that he has been carrying a terrifically heavy burden the last few years, particularly the last year, and I am inclined to believe with Doctor Buck that perhaps our criticisms have been too harsh. In other words, I do not know how to handle the situation.

Since Mr. Whitney R. Cross of Cornell is resigning from the Committee on Archival Research, perhaps it will be unnecessary to replace him, unless the Chairman has someone in mind who would be particularly useful on the committee. I do not offhand think of anyone; in fact, I am not too sure just who the chairman is at present. There were several people under consideration, and we were not too sure which one would accept. I hope this committee is organized and is working, because I feel it is one of the most important committees we have.

Sincerely,

Margaret C. Norton

President

Margaret C. Norton, President Illinois State Library Springfield, Illinois

July 19, 1945

Address Communications to: Lester J. Cappon, Secretary University of Virginia Library Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

Enclosed is a copy of Doctor Pease's letter in reply to my recent letter to him of which I sent you a copy. It seems to indicate to me a willingness to cooperate provided we will permit him to have his way in the matter of reprints. I am hoping that he will get over to Springfield, and I think I will talk quite frankly to him about some of the criticisms which have come to him of editorial policy, not of course telling him that the feeling became so strong that we considered changing editors.

Until the pressure of war work releases those of us left in the field and those who are engaged directly in war services, I can see nothing for us to do but to play ball with Professor Pease. It seems to me that it is going to be necessary for the members of the Council to manage some way to get articles to Professor Pease. Unfortunately, I myself cannot produce any for him because it is more than I can do to fill the pages of Illinois Libraries which I am required to do; that is, so far as the Archives articles are concerned. In other words, I am inclined to believe that since Doctor Pease will not solicit articles, some of the rest of us will have to do so and to see that the articles solicited are along more popular lines. Possibly it will be necessary for the Council to discuss the matter of paying part of the expenses of the Editor in order to get him to attend the meetings and then to require his attendance at our annual meetings.

Sincerely,

Margaret C. Norton

President

mcn:lk Enc.

UNIVERSITY OF ILLINOIS Department of History Urbana, Illinois

July 16, 1945

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you very much for your letter of July 13. Perhaps sometime or other when the summer session is over, I may try to get over to Springfield to talk things over with you. Meanwhile, I might comment on some of the points in your letter.

As you infer, the situation is still the same. We get so few more articles than we need that we use practically everything that comes to us unless it is too hopeless or too far off the subject. Solicitation of articles doesn't seem to yield much. I have been held up on some that have been specifically promised to us.

Under these circumstances, except as the other members of the Editorial Board can stand on street corners and beg for articles, there isn't much for them to do. The function of such a board is only to decide as between two good articles which one should be used and we have never been in a position to do that. The most positive contribution that every member of the Society can make is to contribute articles and to solicit articles.

There is another matter which I have been thinking of taking up with you inasmuch as it falls in with your very kind appreciation of the work which the publishing of the Archivist entails. If the Council of the Society would refrain from dictating details of the Archivist's policy, it would make the task much easier. When we simply sent a contributor a certain number of copies in which his contribution appeared, there was no work involved except directing the printer to send so many dopies of the issue to such and such persons. Since the Council insisted on our dealing in separates and charging the members for them, we have had to write Banta for an estimate of the cost to give the contributor and finally after receiving the contributor's reply to order the separates.

Quite frankly, I no longer have time to carry on the correspondences involved and hereafter, I am going to revert to the practice of sending copies of the issue to contributors. If the Council doesn't like it, the Council can reduce my wages or fire me.

Generally, I think that most of the people who contribute to the Archivist do it at least in part, with a view to increasing their professional reputations and putting themselves in line for promotions. Naturally they want copies of their articles to send where they will do the most good and since we don't pay anything for articles, I think we might at least furnish the extra copies of the issue gratus.

I know that you are having, like everyone else, your own troubles in the emergency situation at Springfield, but who is not these days? This makes a letter, like yours, all the more a mark of friendship for which I am most grateful.

Sincerely yours,

s/ Theodore C. Pease

Theodore C. Pease

TCP:RSL



Margaret C. Norton, President Illinois State Library Springfield, Illinois

July 25, 1945

Address Communications to: Lester J. Cappon, Secretary University of Virginia Library Charlottesville, Virginia

Dr. Lester J. Cappon, Secretary The Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

Inasmuch as the Washington members of the Society of American Archivists are to have an opportunity to meet in connection with the joint session with the American Historical Association in Washington, I do not think it advisable to try to hold the regular annual meeting this year in Washington. Neither do I think that it is fair to other members of the Society for one regional group to vote on business of the Society. Any business to come before the Society this year should properly be carried on through mail vote.

Please cast my ballot in favor of the election of the five candidates for membership mentioned in your letter of July 20, 1945.

The question of supplying Mr. John G. Bradley with reprints of his article depends, it seems to me, on who is to distribute these reprints. If they are to be distributed by the Secretary, I think it would be perfectly proper for the Council to authorize the Secretary to pay for reprints. If the reprints are to be circularized by Mr. Bradley himself, I do not think we should make an exception for one member and give him his reprints without cost.

In this connection you will be interested in the copy of the latest letter I have received from Professor Pease. As you see, he will not back down on the position he has taken about reprints; namely, that he wishes to continue to send copies of the American Archivist instead of having reprints made. Perhaps that is the only possible solution at present. However, I think he would be willing to have the Secretary arrange for the reprints of the Bradley article or if you notified him at the time he was giving the order for printing, perhaps he would attend to having that done for us.

Doctor Pease I think is quite correct in his feeling that the Council has been discourteous in not passing an annual resolution of thanks to the University of Illinois for its subvention for the

American Archivist. This is a matter which slipped my attention at the time we were discussing agenda, and I believe it would be proper for the Council to pass a resolution at this time; also, I think we should include thanks to Professor Pease for the donation of his time as Editor. Until we can find someone else who would be willing to take over the work if he relinquished it because of disagreement with the Council, I think the Council will have to back down upon its demands to him in the matter of reprints. Personally I think he is wrong, but I do see the point of his feeling that at the present time the method suggested by the Council puts an undue burden upon him which he is unwilling to carry.

We are nearly out of Society letterhead and envelopes. We are entirely out of the large envelopes and have only a few of the small enes. Possibly since the end of the year is approaching, it might be well to send just the large envelopes, since they can be used for everything.

Sincerely,

Margaret C. Norton

President

mcn:lk Enc.

THE AMERICAN ARCHIVIST

323 Lincoln Hall University of Illinois Urbana, Illinois

July 21, 1945

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

My dear Miss Norton:

Thank you very much for your letter of July 19. As far as the Council's mandates are concerned, I fear we are confronted with a condition and not a theory. We simply cannot give the time any longer to the correspondence which the present system of separates antails. If you are unwilling to return to the other system, I can see nothing for it but to devolve the whole destion of separates on the secretary of the Society of American Archivists.

I have not be thered to go into the constitutional aspects of the matter, but I must say that in its actions of the last year or two regarding the ARCHIVIST the Council has been somewhat wanting in good manners. Those of us who have conscienticusly abided by traffic restrictions have found it impossible to attend the meetings of the Society; and I think that junder such circumstances, the Council might at least have done me the courtesy to hear what I had to say about the feasibility of their regulations before they were enacted. For that matter, I notice that at recent meetings of the Society nobody has offered any resolutions of thanks to the University of Illinois for its subventions. It is a relatively small matter, but it was at least something to submit to the President as a reason for their continuance.

Sincerely,

s/ Theodore C. Pease

Theodore C. Pease Editor

Prof. Theodore C. Pease, Editor The American Archivist 323 Lincoln Hall Urbana. Illinois

Dear Professor Pease:

The situation with regard to Mr. Bradley's article is muddy, and I do not know that I have the precipitant which will clarify There are two matters up for discussion by the Council which involve this. First, the matter of reprints in general. its last annual meeting the Council of the Society of American Archivists, in view of certain criticisms which had reached it of our old policy of furnishing extra copies of the American Archivist for distribution by the contributors was amended to require that reprints be made at the cost of the contributor and at his request only. The editor was not present to participate in the discussion . When he was notified of this decision he raised sertain practical points involving the additional burden which this method of handling reprints would put upon the editor in a period when he was already overloaded with his regular work. He requested the President to try to get the Council to change back to the old system of sending extra copies of the American Archivist free to contributors. This made the President directathe Secretary to take up with the members of the Council.

While this discussion was going on the question arose as to reprints of an article by Mr. Bradley of the National Archives staff. As I understand it Mr. Bradley is asking for seventy-five copies of reprints to be furnished him gratis for distribution. This matter is also before the Council. The last letter I had from Doctor Cappon stated that the most members of the Council seemed to agree with me that while this was an excellent article there was no reason for giving free reprints to one contributor if we could not do so to others, that if distribution was to be made by the Society the Society might decide to make the reprints. If distribution was to be made by the contributor, the contributor should pay for them. In the meantime the National Archives had stated that if the Society does not feel that it can furnish these copies free, it will be glad to publish a reprint of the article after it has appeared in the American Archivist and to distribute this article with its own publications. It is my understanding

that the National Archives does not wish in any way to undercut any sales of the American Archivist by reprints of any articles which appear in the American Archivist, but that they are willing to go to the expense of making reprints if the Society is unable or unwilling to do so. It seems to me that this may be a sensible solution of this particular problem. The budget of the Society of American Archivists was set up last year and does not according to my understanding provide for reprints to be furnished free.

You state in your letter to me "If the policy of the Archivist is to be determined by persons within commuting" and distance of Washington, the sooner we recognize it the better". I am not sure just what you mean by this statement. Do you feel that we should refuse to permit the National Archives to reprint this article? If so, do you think the Society should meet the expense of the reprint, or what do you personally feel should be the method of handling this? It seems to me that all Mr. Bradley wants is reprints and that he could be made to understand why we can't make exceptions and should be satisfied if he can get them from another source.

The whole matter revolves around the difficulties which have arisen because the editor has been unable to attend meetings of the Society of American Archivists. The members of the Council, because they do attend and do receive verbal criticisms, feel that they are in a position to make suggestions to the editor as to what the members of the Society wish. These suggestions are not done in a spirit of censure but with an attempt to make the Archivist as strong as possible. That the Council being the elected representatives of the members of the Society has authority to dictate any editorial policy, cannot, I believe, be questioned. Unfortunately our constitutional set-up is such that our suggestions have to be made in the form of resolutions which look to the editor like dictatorial and hasty edicts. While there really is a demand for separate reprints, I for one am willing to vote as a war measure a withdrawal of the suggestion. However, I have only one vote, and if the other members of the Council decide to adhere to their request to you, I have no authority to change it. I trust that Doctor Cappon will have some tabulated returns on this matter to send to us in the near future.

I am returning your correspondence file on this matter. Thank you for letting me see all of it.

Sincerely.

President

men:lk Enc.

cc: Dr. Cappon

August 11, 1945

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

I have several matters to discuss with you, some more pleasant than others. I saw Dr. Lokke in Washington a few days ago, and previously had just received a letter from him indicating that his Committee on Research is making some progress. He suggested that Robert W. Hill of the New York Public Library be placed on his Committee to fill the vacancy left by Mr. Cross. Although I told him that you had suggested that we leave the vacancy for the rest of this year, I think it might be of some encouragement to Dr. Lokke if Mr. Hill were appointed. I shall be glad to write to him if you approve.

I also had a conference with Fred W. Shipman, now Chairman of the Committee on International Relations. Since the Latin-American field is taken care of for the time being by the letters sent to Spanish speaking countries and by whatever promotional work Mr. Litton can do while he is in Brazil, Mr. Shipman felt that we ought to give considerable attention to the European field. His tours through a large number of European countries have convinced him that there is considerable interest among European archivists in certain phases of American archival developments. He is giving some thought to the best methods of procedure and I am sure he will come through with a number of practical ideas on the subject. I think he will probably compile a list of European archivists and records officers, some of whom may eventually become members of the Society. You will recall that we have under consideration the idea of amending the Constitution to provide a special membership rate for foreign archivists. The present arrangement of offering such membership at \$1.50 expires at the end of this year, unless the Society decides to approve continuance either by another motion to that effect or by constitutional amendment.

Dr. Buck has informed me that it will most likely be impossible for the Society to hold a joint session with the American Historical Association this December. The present plan of the AHA is to hold only a business meeting and a dinner with a presidential address. This meeting is designed for attendance by members in the area of the District of Columbia and no sessions with papers are being planned.

This brings us to the question of our own Annual Meeting this fall. The vote of the Council on this question is as follows:

Those opposed to the holding of a meeting are: Chatfield, Crittenden, Norton and Peckham.

Those in favor of holding a one day session only, primarily a business meeting, in Washington, are: Brooks, Buck, Cappon and Radoff.

I have received no reply as yet from Herbert Kellar and so it appears that he may cast the deciding vote. Those of us who favor holding such a meeting in Tashington do not feel that it would be doing any injustice to members outside that local area. The American Historical Association adopted this same policy with regard to its meeting there three years ago and is evidently continuing that policy this year. If a meeting were held in Washington it would not run counter to the directives of the ODT. I feel quite sure that we could get a quorum of the Council to transact certain necessary business of that body.

I am sorry that the printing of reprints has raised another storm in the editorial office. Personally I feel that Professor Pease's argument about the extra work involved in handling reprints has very little weight. The Banta Company has supplied a list of the rates on reprints depending on the length of the article. Copies of these are sent to the contributors who then inform the editor if they desire to place an order. The reprints are sent direct by the Banta Company and payment for them is made to me after the Banta Company has sent me the bill for each contributor's order. Since the American Archivist carries only about sixteen articles each year the business of reprints in this connection certainly does not involve much extra correspondence during a period of twelve months.

In regard to Mr. Bradley's request for extra reprints without cost the only member of the Council who raised no objection providing Mr. Bradley with such reprints was Miss Chatfield, who argued that since the article is of much current interest and there is not much available on the subject in published form, its dissemination would therefore further the ends of the Society. The text of Mr. Bradley's letter to Dr. Paape gave me the definite impression that Bradley wanted to distribute the copies himself. It seems to me that The American Archivist is getting full credit for publishing the article first; and if the National Archives reprints it, due credit will be given the Society for the original article.

I appreciate your sending me a carbon copy of your letter of August 7 to Professor Pease. He seems to be laboring under the false impression that the members in the District of Columbia and vicinity (in which he no doubt includes Charlottesville, Virginia) are trying to dictate the running of the Society. I am enclosing herewith a copy of a letter dated August 4, which Professor Pease wrote me which expresses much the same point of view on his part. I hope that this new flurry has not ruined the ground work which you laid so well for a personal conference with him.

I am sorry the Council overlooked voting a letter of thanks to the University of Illinois for its subvention to The American Archivist. I shall be glad to draft a motion to that effect and circularize the Council.

I feel that this resurgence of our difficulties with the editor makes it highly desirable that the Council should have a meeting even if the Society itself does not hold an Annual Meeting.

I am sending you a small amount of stationery. The supply is running low and I had hoped I would not have to order any more until the new fiscal year. We have plenty of envelopes on hand.

Sincerely yours

Lester J. Cappon Secretary

THE SOCIETY OF AMERICAN ARCHIVISTS

Margaret C. Norton, President Illinois State Library Springfield, Illinois

August 27, 1945

Address Communications to:
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

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Dr. Lester J. Cappon, Secretary Society of American Archivists University of Virginia Library Charlottesville, Virginia

Dear Doctor Cappon:

Enclosed is a copy of Professor Pease's letter resigning the Editorship of the American Archivist. Undoubtedly he has sent you a copy, but in case he has not, this copy will inform you of the resignation. I am referring the resignation to the Council for action, as it is my understanding that only the Council can act upon it. At the time you notify the Council, I would suggest that you also notify the members of the Editorial Board, stating of course, that the resignation is still pending before the Council. Please ask the Council to make suggestions for another Editor, assuming that the Council will accept Professor Pease's resignation.

I have just received a telegram from Doctor Radoff inviting the Society in the name of the Governor of Maryland, the Chairman of the Maryland Hall of Records Commission, and the Archivist of Maryland, to hold its 1945 meeting in Annapolis. This probably should be accepted on account of the transportation situation and the probability that Washington would be unable to take care of the meeting at this time. I suppose the matter has also to be referred to the members of the Council. We should also decide upon a date for the meeting. I am asking Doctor Radoff for suggestions.

Sincerely,

Margaret C. Norton

President

mcn:lk Enc.

UNIVERSITY OF ILLINOIS Department of History Urbana, Illinois

August 24, 1945.

Miss Margaret C. Norton, President
Society of American Archivists
Illinois State Library
Springfield, Illinois



Dear Miss Norton:

Events of the last two weeks have of course made a difference in many people's plans of the future. In mine, they are making this difference, that I am asking the Council of the Society of American Archivists to relieve me of the editorship as soon as possible. I should probably have taken this step at least a year and a half ago if it had not seemed unfair to drop the thing in the middle of a major war. I shall try to carry on until the Council has time to make other arrangements.

It is only fair that I state to the Council my reasons for this step. First, the editorship of The Archivist, especially in the last year has left me with no time whatsoever for my own research. The mere task of accepting articles, getting up copy for a number, and reading proof on it would be a relatively small one, but when as at present, it is necessary to engage in long correspondence with each contributor as to the separates he may desire and their costs, the task becomes impossible. You may have noted in the correspondence which I have

sent you, that it involved the writing of six or seven letters in this office, apropos of separates of a single article.

In the second place, I think it would be wiser to transfer the editorship of The Archivist to Washington.

Men in the National Archives have loyally and generously done a considerable part of the work on The Archivist by getting together reviews, news notes, and shorter notices as well as by soliciting longer articles. Their work would probably be done with less trouble if the journal were edited in Washington. Further, with the preponderance of the membership within a radius of one hundred miles from Washington, a majority of the Council will necessarily be there also. It will save much trouble, much misunderstanding, and much irritation, if the editor is at hand to set forth his position on editorial policy or to explain the difficulties in the way of carrying out the policy approved by a majority of the Council.

In conclusion, may I express to you personally my profound gratitude for the sympathy and encouragement which I have always had from you, especially since you assumed the presidency of the Society.

TCP/esr

Sincerely yours,
s/ Theodore C. Pease
Theodore C. Pease

NATIONAL ARCHIVES, 1944

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The National Archives

Mashington, D. C.

April 11, 1944.

Miss Margaret C. Norton, Archivist Illinois State Archives Springfield, Illinois

Dear Miss Norton:

Since the designation of you. Mr. Crittenden, Mr. deValinger, and Mr. Robinton as field consultants of the National Archives we have not found many occasions on which specific bodies of records needed examination and at the same time were small enough so that they could be examined without a more considerable expenditure of time than we could ask you to make. I believe that a more important phase of the potential service that can be given by field consultants of the National Archives is to advise us on policies in relation to records of the Federal Government in the field. It has recently been said that there is some tendency towards "inbreeding" in our thinking, as a result of which we see only the point of view of the Government in Washington and do not sufficiently appreciate the points of view of persons in other parts of the country. We get information about most of the field records of Federal agencies through their central offices here, and authority for disposal or transfer goes to the field through the central offices. We cannot, however, through them get information as to the views of State and local officials, local historians, and other research and administrative users in the field.

We have recently accumulated some documents that illustrate the problems that confront us in relation to field records, and I am taking the liberty of sending them to you in the hope that you will let us have your reactions upon them. They are the minutes of a conference of March 27, 1944, at which several opinions on field records were expressed; a statement recently prepared for publication in Dr. Cappon's bulletin, The War Records Collector; and a paper presented by Oliver W. Holmes at the joint session of the Society of American Archivists and American Association of State and Local History in December 1943. I would like the last named paper returned. Copies of the four papers presented by Mr. Holmes and others at the Richmond meeting of the Society of American Archivists in October 1942 are not now available, but they were published in the American Archivist, 6:81-122 (April 1943).

Two years ago I had the impression that there must be many bodies of Federal records that had primarily local interest and should be retained



in the field. Since that time we have had several investigations of field records in various places, and I have frankly not seen evidence of many records (outside of a few large bodies in New York City) that really demanded local preservation. This general question of centralization vs. decentralization is still an open one. The nearest to a concrete opinion we have reached is the belief that records relating to the military and naval activities and to foreign relations, at least, should be centralized here. The whole problem has many ramifications and you doubtless have opinions worth expressing on facets of it that may not occur to me now. The following questions, however, are suggested to stimulate remarks:

Do you have any general or specific opinions on the centralization of Federal records or the preservation of select bodies of them in the field?

Can you cite evidence of joint use of records by Federal and State or local agencies, as described in Mr. Holmes' 1943 paper, that would require their being retained outside of Washington?

Do you know of any specific bodies of Federal records that you think are appropriate for local or regional depositories: (1) in old line agencies, or (2) in emergency agencies?

Do you know of any bodies of Federal records in your vicinity that should be examined and appraised, and are not receiving attention from the appropriate central offices?

These questions are meant to suggest points for emphasis if you find an opportunity to write us some opinions. They are not meant to prescribe an outline for your remarks. Any advice you can give us will be greatly appreciated. If you can conveniently send your reply that would facilitate our immediate use of it.

Very sincerely yours,

Assistant Director of Operations

Statement for the bulletin, The War Records Collector

RECORDS OF THE FEDERAL WAR EFFORT IN THE STATES

Even more than in earlier wars, activities of the Federal Government today affect the lives of all communities and all citizens. For this reason war records collectors in the States may be concerned as to how best to preserve locally some evidence of the work of Federal agencies. There are two sources from which pertinent materials may be drawn: the printed or processed announcements, press releases, regulations, organisation charts, bulletins, and similar issuances of Federal field offices and the resords of those offices. Many items of the former type are freely swailable to the public and can be obtained without difficulty. Cepies of mimeographed or printed regulations, instructions, and the like issued only for the agency's own use can also usually be obtained, if they are not confidential in character, by requesting them from the appropriate officials and explaining the purpose for which they are sought.

The availability of the official records of Federal field offices for inclusion in State and local war records collections is controlled in large degree by legislation. Responsibility for the care of Federal records of lasting value rests ultimately in the National Archives, and that agency is endeavoring to keep the records of this war from falling into the state of disorder that was the fate of many of these erected in Norld War I.

Records of Federal offices outside the District of Columbia as well as those in the national capital are the property of the Federal Government. The records of the different field levels dovetail with each other and with the files of the national office, whether the fabric of organization is closely or loosely knit, and they are requisite to an understanding of the composite picture of the agency and its activities. Not all noncurrent records requiring permanent preservation will necessarily be concentrated in Washington. In some instances they may be kept in the States and localities in which they were created — either in the field office itself, in the physical custody of some appropriate non-Federal institution, or in regional branches of the National Archives, which may be established for that purpose. These last two alternatives have not yet been employed, and there are obstacles in the path that make it improbable that they will be widely used in the immediate future.

Monourrent records of field offices of Federal agencies that do not possess sufficient value to warrant their continued retention by the Government will be recommended for disposal. Field records are often approved for disposal not because the information contained in them is of no value but because its importance in relation to volume does not warrant retention by the Government, or because it is duplicated in other records that are to be retained. Among these materials there may be some that will be of interest to State or local institutions, though under the circumstances their value is likely to be marginal. The records of local ration boards of the Office of Price Administration, for example, may not require permanent retention by the Government. Such materials, if their disposal should be approved by the Congress, might be requested by interested local institutions. Regulations drawn up in accordance with the new Federal disposal act (57 Stat. 360), approved July 7, 1943, stipulate that one method of disposal may be by transfer "without cost to the United States Government, to any State, dependency, or former dependency of the United States or to any appropriate

educational institution, library, museum or historical, research, or patrictic organization that has made application for them through the Archivist of the United States.*

There is new no regular means of informing non-Federal institutions of the preposed disposal of records in which they might be interested; mor, in view of the thousands of items appraised for disposal by the Mational Archives annually, does it appear practical to establish a system for accomplishing this purpose. Imquiries relative to records that may fall within this category, as well as other questions concerning Federal field records in any part of the country, may be addressed to the Mational Archives, Washington, D. C., and they will receive careful attention. It should be remembered, however, that Federal field records frequently are so voluminous as to make their retention and use impracticable.

There are great bodies of field records containing information on persons and firms, much of which is of a confidential nature. This information was frequently obtained on condition of confidence. That pledge must be kept. If these records are not retained by the Government, they must be destroyed under precontions that will safeguard their contents.

The generality of some of the records of present energency agencies rests, at certain levels, not in the Federal Government but in the State. An example of these are the records of the State defense councils (as once they were called) of the Office of Civilian Defense. These records of the offices of State director of civilian defense, which are the next echelon below the several regional offices, are non-Federal in character and will not be included in the planning done by the Sational Archives. Perhaps there are other examples of similar materials that do not

come within the purview of the Federal Government. These records presumably will remain in the States under whatever arrangements are worked out locally.

The problem of Federal field records of the present emergency is one of considerable magnitude. The National Archives and other agencies of the Government are working in close cooperation, however, and this constant consultation should assure a more fortunate fate for the records of World War II agencies than the fate that befolk many of the records of agencies created to carry our Mation through the first World War.

3-25-44

THE NATIONAL ARCHIVES

MINUTES OF HEETING OF CONFERENCE OF CHIEFS OF RECORDS DIVISIONS

March 27, 1944

The conference met in the Conference Room at 3:00 p.m., Monday, March 27, 1944, with all members present except Messrs. Alloughby, Tate and Price. Mr. Tate was represented by Miss Cobb.

Announcement was made by the chairman of the visit to the National Archives on Tuesday, March 28th, of Messrs. Moe and Keddy from the Bureau of the Budget, who are to observe in two of the records divisions. The attention was also directed to a special meeting of the conference on Monday next, April 3rd, to alsouss the preparation of efficiency ratings.

The discussion of Federal field records was unleashed by the chairman who remarked that the records situation outside the District of Columbia has changed considerably since the Survey of Federal Archives and that it is difficult to arrive at a definite policy for the handling of field records. The postwar planning studies which have been submitted, Mr. Lacy soid, will aid neasurably in the development of our policy by their virtue of being "gratifyingly full" in their treatment of field records. With this introduction, the chairman invited Mr. Holmes to take the floor.

Mr. Holmes began by saying that there are three aspects under which the problem of field records night be discussed, (1) the long run or permanent program, certain aspects of which were analyzed by himself and others before the Society of American Archivists at the Richmond meeting in 1942; (2) the intermediate steps. revolving around the concept of the records processing center and its possible contributions; or (2) present accessioning policy with respect to field records, an aspect that some of the records division chiefs had requested be further discussed. Er. Holmes stated that he was more interested in the discussion of the second aspect at this conference, because the National Archives for budgetary reasons would have to reach some decisions in the next few months with respect to processing centers. He stated that he wished the division chiefs would speak on any angles of the qualtion that were appermost in their minds, however, because their views on the question as a mode had never been polled and that, in relation to a planning and control case on which he is working, he wished at this stage to know the nature of their thoughts on the subject. Whereupon he called in turn upon each member of the conference for his comments.

Mr. Schellenberg, the first to voice his opinion, stated that insofar as his Division and the Department of Agriculture are concerned they expect to control the field records problem by means of disposal schedules and follow-up inspection trips. This procedure, when coupled with the microfilm technique which the agency is also employing, Mr. Schellenberg feels will provide control over the specified records almost indefinitely. He said also that Mr. Guy Lee of

appear in better form and fidelity in the top management levels, which had been the theme of several discussions, drew from Mr. Forther an engrossing reply. He said that such a program is not wholly adaptable to the bureaus of the War Department, that it could not be applied outright to the War Production Board, and argued in answer that records management offices had in some instances evinced no understanding of the nature and enormity of their field records. Mr. Portner said he considered it very much to the advantage of the National Archives to have men in the field to safeguard our interests. When questioned as to whether or not these objectives could be met by occasional field trips by members of the staff from Washington, Mr. Portner replied that this might be helpful but pointed out that similarities of pattern between agencies make it desirable to have men in several of the larger areas permanently available, especially in view of the approaching liquidation of many energency agencies. The need for permanent repositories or centers, Mr. Portner concluded, was quite another problem.

Mr. Page said simply that no problem of legislative records in the field exists and Mr. Wright voiced much the same view concerning records of the Department of State, adding only that he expected the latter would attempt to bring under its control the overseas records of the FEA, CIAA, and possibly the OWI.

The accumulated field records of the Navy Department, according to Mr. Franklin, have recently become a part of the program of the Office of Records Coordination. Mention was made of the storage problem created by records disgorged by vessels when they have put into the Atlantic and Pacific ports since the outbreak of war. The Navel records processing centers, especially the one in Philadelphia which has become a repository in one sense, also came under scrutiny.

The task of acquiring and administering the Federal field records, Er. Owen observed, is one of considerable proportion. Reading from a report in draft, Mr. Owen marshalled an array of facts to support his argument. On June 30, 1940 there were Government records located in 29,994 field agencies and totaling approximately 5,100,000 linear feet. This country, Mr. Owen continued, was not then at war, the numerous emergency agencies did not then exist, and this was before the exodus of agencies from Washington to New York City, Chicago, Philadelphia, Denver, and other cities. Quoting Mr. Guthridge of the Office of Space Control, Mr. Owen stated that 37,000 buildings outside the District of Columbia are either owned outright or are leased. He then urged the preparation and presentation of a comprehensive program to anticipate the archival problems of this myriad of field agencies. He specifically proposed that the United States be divided into nine areas, each headed by a regional manager under a Director of Field Activities, and the creation also of at least four regional depositories in New York City, Chicago, Denver, and Sun Francisco. Now, Mr. Owen said, is the time to act, defore the post-war retrenchment sets in, while the people are thinking in terms of war, of war agencies, and the preservation of the nation's story of winning the war. Aspects of Mr. Owen's proposal were discussed by several members of the conference, including Mr. Holmes who said he thought it would appeal to the imagination of the local people and might, if it could be put into operation, counteract a certain "inbreeding" likely to occur when all decisions as to what field records are worth keeping are made by personnel in Washington.

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his Division is making inquiries to learn if the land-grant colleges would be interested in lower-level records of the Department after they have proved to have no further value to the National Government.

With the possible exception of two agencies that may be building up something in the way of field records, Er. Leavitt reported no field records problem for his Division. He stated that very nearly everything of importance in the Shipping Administration, the Maritime Commission, and the peacetime arms of the Commerce Department and the Post Office Department, comes into the Washington headquarters.

Some of the pre-20th Century records of field agencies of the Department of the Interior, Mr. Kahn pointed out, have gotten into hands of local archival institutions with the result that these materials have not been as available for research purposes as desired. He voiced his hope that the remaining records of the Department for this period could be gathered up and brought to Washington. The improvement of communication facilities in the modern period has made it possible for central offices to dictate and enforce policy in the field to such an extent that he considers the current field records of the Department to be mainly of marginal value. The real field problem of the Department, Mr. Kahn held, rests rather with those agencies whose national offices are now, or have always been, in the field. He said, however, that he had reached no conclusions on solving this problem.

Mr. Davis stated as his belief the view that considerable disposable material and some records worthy of preservation exist in the Federal Courts, in the offices of the United States attorneys and marshalls, the Federal Frisons, and other bureaus of the Department of Justice. He said that his efforts to stimulate the Administrative Office of the United States Courts and the Department itself to adopt forward-looking records administration programs by which to meet this field problem had not met with success. The value of the Court records became then the thems of some discussion on which much was said in argument and rebuttal.

Only two of the agencies assigned for liaison purposes to the Division of Lacor Department Archives, Mr. Lewinson stated, have any field establishments or field records of consequence. One of this pair is the Federal Security Agency, which is doing considerable carding and microfilming and whose records Mr. Lewinson held are not likely to concern the archivists of this generation. The field records of the Immigration and Naturalization Service, now engaged in an ambitious microfilming program, have in Mr. Lewinson's opinion far more national than local value. He stated that with his emergency agencies it is not so much a problem of preservation as one of disposal, for he considers the bulk of their records to be without permanent value. Mr. Lewinson contended that the records mop-up job of the National Archives would be much lighter if the Bureau of the Budget could be persuaded to campaign for a gradual rather than a precipitate liquidation of the emergency agencies.

The elimination of records in the lower echelons of agencies because they

appear in better form and fidelity in the top management levels, which had been the theme of several discussions, drew from Mr. Porther an engrossing reply. He said that such a program is not wholly adaptable to the bureaus of the War Department, that it could not be applied outright to the War Production Board, and argued in answer that records management offices had in some instances evinced no understanding of the nature and enormity of their field records. Mr. Portner said he considered it very much to the advantage of the National Archives to have men in the field to safeguard our interests. When questioned as to whether or not these objectives could be met by occasional field trips by members of the staff from Washington, Mr. Portner replied that this might be helpful but pointed out that similarities of pattern between agencies make it desirable to have men in several of the larger areas permanently available, especially in view of the approaching liquidation of many energency agencies. The need for permanent repositories or centers, Mr. Portner concluded, was quite another problem.

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Mr. Holmes then invited the chiefs of the technical records divisions to express their views. Er. Joerg stated that aspects of the problem of preserving map materials are identical with field records previously discussed. Er. Bradley referred to the establishment during this war of film centers in Astoria, New York, and at Wright Field, in Ohio, which he doubted would ever return to Mashington. There is, he opined, a definite trend towards decentralization which he characterized as a valid approach to the problem of field records. Miss Cobb left the Conference before it adjourned but, in a note which Er. Holmes read, she expressed her conviction that the present centralized control over photographic materials offers the most realistic solution.

In the last few minutes of the meeting Mr. Portner again and ardently urged the supplementing of our general liaison in Washington with more field work. We also need to know, he said, what the local opinion is and what meaning Federal field records have for these people. At the very last Mr. Davis seconded Mr. Portner's suggestion, saying that he would welcome the location of representatives in at least four of our largest cities, as a beginning, with anything upwards of that number.

The conference adjourned at 5:10 p.m.

Gaston Litton Secretary Dr. Philip C. Brooks Assistant Director of Operations The Mational Archives Washington, D. C.

Dear Dr. Brooks:

Ever since my appointment as field consultant to the Maticual Archives, I have been trying to think of how we here, sould sceperate best with the Maticual Archives. Miss Rogers and I feel strongly that this connection is an important one. So far however, I have not thought of any federal records which I think should be transferred to the State Archives. I have several times talked with our State Department Heads on the subject of joint Federal and State work. They seem to feel that the records which they themselves keep, are the important records from a legal standpoint. They say the way the system generally operates is that the actual work generally is done through their own office with the Federal Government cooperating by advice or loan of personnel, and approving payments to the State by the Federal Government for the State's work.

There is one clean out example in the State of a Federal record of importance to the State. After the federal land offices in the State of Illinois were closed, the Federal Government transferred the records of local offices to the State and these land records are now in the State Auditor's Office. State legislation authorizes acceptance of the auditor's certified depien as evidence in court. These records are only in part a duplication of the records in Washington. That is, they are somewhat fuller than the Washington records because they include some of the original survey records which were never transferred to Washington. The transfer of the Indian affairs records to the Oklahoma State Historical Society is another clean out case where the records are of local, rather than the matienal interest.

Even though there is greater ecoperation between the States and Federal Government than in the old days, I am inclined to believe that the Federal Government should as a uniter of policy, ears for their own records and the State care for theirs. The question as to whether those records are best contralised where kept in national depositories is one which must be determined from the point of view of the Federal Government.

Dr. Philip G. Brooks

May 5, 1944.

I suspect the relation between the National Archives and the State Archives is somewhat similar to the relation which we are establishing between the State and the County offices. The State has no jurisdiction over county archives, yet is able to have considerable influence in the matter of better care for county archives. We find a very strong feeling on the part of the county officials that both the State and the Federal Government are making demands upon their offices which involve expenditures of money for which they are not compensated. For instance, our four principal county offices are fee offices and must pay for the expenses of their office, including their own salary and those of their deputies, from the fees which they collect. Yet, they are required to spend a very considerable time issuing certificates for the use of the Federal and State Governments for which they rescive no fee. Fartigularly, they are objecting to the requirements of free documentation in veterans assistance cases, so far as the Federal Government is concerned, and to certain costs in relation to election registration, etc., required by the State. It seems that we archivists have a rather important limitor office to perform in such cases. That is, we should try to help officials of these separate governments to understand each others problems.

In relation to your suggestive questions given in your latter of April 11, I can only say that I have no information that will help you. To answer your questions specifically:

Question W_0 . 1- Bo you have any general or specific opinions on the contralisation of F_0 deral records or the preservation of select bodies of them in the field?

To answer this, requires more knowledge of federal procedures than I have. Judging from the analogy of Illinois State Government, I would say that the official file is the file kept in, or transferred to the central or main office, and that records of field offices generally fall into the entagory of effice memorands from which the legal documents are compiled for this use of superior effice. Or else, these are duplicates of records in the central office. It is my feeling that such records, if preserved, could be kept on microfilm after they reach a certain age, or else destroyed.

Question No. 3- Can you site syldence of joint use of records by Federal and State or local agencies, as described in Nr. Nolmes' 1943 paper, that would require their being retained outside of Vashington?

I have no present information on this subject.

Dr. Philip C. Brooks

May 5, 1944.

Question N_0 . 3- No you know of any specific bedies of Federal records that you think are appropriate for level or regional depositories: (1) in old line agencies, or (2) in emergency agencies?

Our Illinois Mar Council is collecting forms used in this state for rationing priorities, ste. From a historical point of view, I suppose it would be desirable for every state to collect data in relation to Federal Government as it affects individuals within the state. This, I feel, is something within the province of the historical library, not of the archives, and therefore would suggest that you discuss this point with Mr. Paul M. Angle, librarian of the State Mistorical Library.

Question No. 4- No you know of any bodies of Federal records in your visinity that should be emmined and appraised, and are not receiving attention from the appropriate central offices?

I have a suspicion that the records in our Federal Fuilding in Springfield have never been appraised by the Haticaal Archives. The same would be true in most Federal buildings in most of the states, particularly where there are Federal Courts. I am under the impression that the weather bureau reports here really predate the establishment of a Federal Bureau. My impression may be wrong, but I have a vague memory of hearing that the first man in charge of the weather bureau had kept private weather bureau data for some time before he became the Federal weather man.

This reply to your letter asking for advice is most inadequate and I apologise for the same. It is not due to the lack of interest but to lack of information upon which to base an opinion. From time to time I will send you my notes along those lines. I am returning to you your copy of Br. Belmes paper.

Thank you for your very kind remarks about my article on the destruction of records. The article really was cribbed almost wholesale from other articles which have appeared in the "American Archivist" from time to time, using Illinois examples to drive home my points. The article was aimed at our Illinois officials.

Sincerely yours,

ARCHIVIST

THE AMERICAN ARCHIVIST
EDITORIAL POLICY
PRESIDENT MARGARET C. NORTON'S FILE
1945

(THIS FILE IS FROM THE SOCIETY OF AMERICAN ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE UNIVERSITY OF WISCONSIN ARCHIVES, MADISON - RECORD SERIES 200/7/2 - Box 1, File 7.)



HALL OF RECORDS

ANNAPOLIS, MARYLAND

January 5, 1945.

Miss Margaret C. Norton, President. The Society of American Archivists, Illinois State Library, Springfield, Ill.

Dear Miss Norton:

Thank you very much for your letter of December 29, 1944 including the comments and suggestions on editorial policies of the American Archivist.

I am thoroughly in agreement with the suggestions made and I hardly think that I have anything to add. Perhaps I should point out though that the very high tone of the magazine has tended to discourage practical archivists from telling us in the columns of the magazine what their actual experiences have been. For example, I found at the meeting in Harrisburg that there were many new ideas circulating among the membership about which I had heard nothing. As you know, of course, I was not able to attend the meeting last year, but there are a lot of people who find it difficult to attend at all and we should not be forced to rely on personal contacts for professional ideas, although I do not deny such contacts have value. It even seems to me that some practical archivists, who have had a good and useful experience, believe that such things as their experiences are not important. As a result, we are too much involved in trying to graft American practice onto European theory. I had hoped that this generation of archivists might flounder around with practice and develop a new theory altogether. This object might be accomplished if the character of the magazine were changed in the manner suggested at the Council meeting.

I have hesitated to write you before this because I know that the consequences will be: 1) that Pease will resign and 2) that we shall lose the \$500.00 which the University of Illinois now gives us. I have not thought of a replacement for Pease at this time nor have I thought of any other source of funds. However, if the majority of the Council feel that this is the time for action. I shall be willing to assume my part of the responsibility for filling the gap which Pease's departure might create.

My very best regards to you and please remember me to Miss Rogers.

Very sincerely yours, Movin 8. Radoff

Morris L. Radoff.

Archivist

MIR: LH

January 15, 1945 Dr. Morris L. Radoff, Archivist Hall of Records Annapolis, Maryland Dear Dogtor Radoff: Thank you very much for the suggestions made on editorial policies of the American Archivist. You have said in a better way what I was driving at; namely, that we do need more exchange of ideas through the American Archivist. I am not too seriously disturbed about the loss of that \$500.00. I have never seen an accounting of the money, and it is my suppositien that it is something like the sponsor's contribution which used to be put on applications for renewal of sponsorship of the Bistorical Records Survey. As I recall it my services to HRS were appraised at a salary approximately twice what I was actually getting paid by the State. Also, we changed rent for the office space against the sponsor's contribution. I suspect the contribution is the permission to use staff time, stationery and perhaps postage. Have you heard that Howard Peckham has just been appointed Secretary to the Indiana Historical Commission in place of the late Doctor Christopher B. Coleman? I am delighted for his sake. because I believe this is real promotion, and I feel sure he will make good there. Sincerely. President man: 1k

North Carolina

State Department of Archives and History

J. ALLAN DUNN, SALISBURY
MRS. GEORGE MONEILL, FAYETTEVILLE
CLARENCE W. GRIFFIN, FOREST CITY
R. D. W. CONNOR, CHAPEL HILL
W. T. LAPRADE, DURRAM
GERTRUDE S. CARRAWAY, NEW BERN
MRS. P. F. PATTON, HENDERSONVILLE

RALEIGH

R. D. W. CONNOR, CHAIRMAN CHRISTOPHER CRITTENDEN, SEGRETARY

January 15, 1945

Dr. Margaret C. Norton, President Society of American Archivists Illinois State Library Springfield, Ill.

Dear Miss Norton:

I have read with a great deal of interest your letter of December 29 and your enclosed comments and suggestions regarding THE AMERICAN ARCHIVIST. As you know, I am a new-comer to the inner circles of the Society, and therefore I am not fully acquainted with the background of this situation. In general I have been impressed with the value of the magazine. It has included a great deal of information which has been valuable to this Department in various phases of its work, and while it could probably be improved, my limited experience as an editor has taught me that no publication of the kind can be perfect. Here are a few suggestions which might helps

- (1) I do feel that the aditor ought to keep in closer touch with the membership. It would be well if he could attend the meetings of the Society, and both there and elsewhere consult the membership as to types of articles which are desired, and generally seek to keep in close touch with the activities of the Society.
- (2) It might be well if he would plan a broad publication program in consultation with his editorial board. If he would draw up a statement outlining the accomplishments of the magazine since it was established and set forth tentative plans for the future, sending copies of such a statement to his board for their comments and suggestions, it would probably be a good thing.
- (3) It might be well, after deciding what articles were needed or desired, to proceed to solecit such articles always with the understanding that the editorial board could not be committed in advance to the acceptance of anything.

In addition to these specific suggestion, I am in accord with the various points you have made.

With best wishes, I am

Yours sincerely,

Corps Cros

Secrerary

Comments and Suggestions on Editorial Policies of AMERICAN ARCHIVIST

- 1. The American Archivist should be a trade publication, giving more attention than in the past to problems of technique: particularly should be articles which would make it worthwhile for persons other than government archivists who are in charge of records to join the Society of American Archivists. instance, we are right now making a drive for the addition of institutional members. Just what, if anything, would a church archivist or an archivist of a large corporation find to help him within the covers of the American Archivist? This, is, I believe, despite the opinion of the Editor, a matter calling for solicited articles. It was my original concept in appointing the Committee on Archival Research that this committee might decide what articles should be written and solicit those articles with the understanding that the Editor could exercise his editorial prerogative of selection or elimination of articles which were not worthwhile.
- 2. How about a Questions and Answers column which do not rate a whole article? How about "fillers" of miscellaneous technical information?
- 3. A number of members have expressed a desire to see more articles about the improvement of local records. Several have mentioned the type of articles which have been published in recent years in Illinois Libraries as an example of the sort of articles they would like to see in the American Archivist. These articles in Illinois Libraries have largely but not entirely been aimed at getting public support for county officials in their efforts to improve the quality of their record keeping. I presume that really what our members want are more technical articles on the subject.
- 4. Book Reviews. Doctor Pease has tried to strike a balance between extended reviews and short notices, and I think the proportions are rather good. However, I am less interested in extensive reviews of such publications as the annual reports of the National Archives and more interested in critical reviews of publications which may not automatically come over my desk. I do not think our reviews should be limited to reviews of new books. There is quite a reservoir of older books which are basic; for instance, Butler and Johnson's Management Control Through Business Forms. Certain trade publications have very valuable articles. For instance, the best particle articles on paper and watermarks by the two authorities on the subject, Wheelright and Hunter, respectively, came out in Paper and Printing Digest, the trade organ of the Bradner Smith Paper Company of Chicago, during the last decade. L. L. Brown Paper Company's Permanence and Byron Weston's Weston's Record deserve mention. Also the periodicals issued by the national, state and county local officials' organizations. In other words, I want more notices about books and articles

- which appear in non-archival publications which I am apt to miss, including reviews of trade publications.
- 5. I want to know about all the latest gadgets and equipment when they again appear upon the market, even though that may mean handing out a little free advertising to someone.
- 6. An annual review of legislation affecting records; not merely creation of archives departments, but also important record legislation affecting county and state officials. This annual review should take the form of a digest and bibliographical references. Frequently an archivist is called upon, especially during legislative sessions, for information about how other states are handling a given record problem. One does not always have at hand or have the time to check the laws of other states.
- 7. The digests of foreign archival periodicals published in the early days of the American Archivist were very valuable to me. I presume we are no longer getting such publications, but as soon as we can get them again, I should very much like to see this feature resumed.
- 8. Exhibitions. I should like some help in getting up interesting archival exhibits. I am not interested in the bare fact that the "such-and-such" institution had an exhibit in commemoration of the birthday of Senator "Somebody". I want to know how that exhibit was gotten up, in a way that will make it interesting to the public.
- 9. The format of the American Archivist is deadly. The lines of printing are too long; therefore, it is fatiguing to read and gives the effect of dullness. Also, it is impossible to bind in its present form. Signatures should be limited to 8 or 12 bages if periodicals are to be bound. This will add slightly to the cost of getting up the periodical, but I believe we should stand for this additional expense.

January 20. 1945 Dr. Cyristocher F. Crittenden, Secretary North Carelina State Department of Archives & history Raleigh, Borth Carolina Dear Doctor Crittenden: Thank you for your letter of January 15th enclosing comments and suggestions in relation to the American Archivist. As you doubtess understood from the last Council meeting which you attended that there has been considerable dissatisfaction on the part of some of our members with the editorial policy of the American Archivist; that is, the feeling that we need more popular articles on technical subjects. The editor has not been able to attend any meetings for several years and seems to resent any suggestions concerning the American Archivist, evidently feeling that they are meant as personal criticisms of him. I do not think anybody has that thought Rather, we feel that the American Archivist should be made to conform to the requirements and wishes of the Society. Therefore, the Council has agreed to formulate or editorial policy for presentation to the editor. Until such policy is formulated, we do not wish to get him stirred up; therefore, we are merely talking among ourselves at the present state and not taking him into our confidence. What we need at present are specific suggestions as to the type of material which shouldbe published in the American Archivist. If you have any suggestions at all, please send them on to Doctor Cappon or myself. Sincerely. President mon:lk cc: Dr. Cappon

THE SOCIETY OF AMERICAN ARCHIVISTS

Margaret C. Norton, President Illinois State Library Springfield, Illinois February 24, 1945

Address Communications to: Lester J. Cappon, Secretary University of Virginia Library Charlottesville, Virginia

Miss Margaret C. Norton, President The Society of American Archivists Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am enclosing herewith a copy of Dr. Peckham's criticisms of editorial policy and my own statement on the same subject. I have just written to Miss Chatfield on another matter and took the opportunity to urge her to send in her comments.

I have two matters which I intended to include in my letter yesterday. The replies of the Council members to my circular letter of January 15 indicated clearly that the sentiment was against holding the 9th Annual Meeting unless war conditions changed by the summer. Although some statements on place of meeting were not clear cut I think the Middle West is preferred and four persons mentioned Columbus, Ohio, specifically.

Considerable interest was expressed in Karl Trever's suggestion regarding a prize for the best piece of writing on an archival subject. Of course that phrase would have to be defined and it was suggested that Trever might prepare a somewhat detailed statement of his ideas. I should think this might be done either before a committee on this subject is appointed or as information for the committee to have on hand at once. I shall be glad to have your advice on procedure.

There was some difference of opinion on Trever's suggestion regarding exchange of personnel between archival establishments. Miss Chatfield pointed out that "The lack of a great number of institutions of comparable type would restrict the program to the point where it might just as well be arranged by the particular institutions involved - and another thing, there is nothing like a standardized body of information or procedures covering archival matters as they are administered in various institutions." I suppose we might appoint a committee on this question or it could be referred to the Joint Committee on Interneships. The latter alternative would be conditioned, I should think, by how active this joint committee becomes and what it actually undertakes to do.

Sincerely yours

Lester J. Cappon

Secretary

Re The American Archivist

- 1. In general I think that the magazine tends toward dullness. I think it could be livened up by the use of short notes and fillers which would at the same time extend the coverage of the journal: perhaps a question and answer column, a president's page, news of new equipment, minor changes in technique that were found to be improvements, etc. I like the news notes from various states.
- 2. It is true that the articles so far have usually dealt with government archives on the national and state levels. The county clerk, the church archivist, the corporation archivist can find little help in the magazine. Yet the magazine should be a means for broadening our horizons and making us all acquainted with the other fellows' problems. That is why also I liked the summaries of foreign archival periodicals.
- 3. More consideration must be given the contributor, or the magazine will go betting for articles. The author should be able to see galley proof and have a chance to modify or augment anything he has said, particularly if several months elapse between his original composition and publication.
- 4. I should like to see the magazine (though it may be argued that this is primarily the purpose of the annual meetings) bring us the views of people outside the profession on archives. I think we need to know that the librarian, the historian, the legislator, and the business man thinks of our work. He may not tell us much about techniques, but he is an indicator of how well educated the public is regarding our work. Moreover, the outsider restores our perspective and often drops good ideas about where the emphasis in our work should lie.

[By Howard H. Peckham; enclosed with his letter of Jan. 25, 1945 to L. J. Cappon]

North Carolina

State Bepartment of Archives and History

J. ALLAN DUNN, BALISBURY
MRS. GEORGE MONEILL, PAYETTEVILLE
CLARENCE W. GRIFFIN, POREST CITY
R. D. W. CONNOR, CHAPEL HILL
W. T. LAPRADE, DURNAM
GENTRUDE S. CARRAWAY, NEW BERN
MRS. P. P. PATTON, HENDERSONVILLE

RALEIGH

R. D. W. CONNOR, CHAIRMAN CHRISTOPHER CRITTENDEN, SECRETARY

March 1, 1945

Miss Margaret C. Norton, President The Society of American Archivists Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am sorry to have been so slow in replying to your letter of January 23 but I have been tied up with various problems, partuoularly relating to our legislature, which is now in session.

As for specific topics which might well be handled in our journal, here are a few suggestions:

Methods of repairing manuscripts

How to classify and arrange various types of archives
Ditto for personal papers
Ditto for business papers
Ditto for the archives of churches and other religious
bodies
How to prepare finding lists
The preparation of calendars
How to deal with county and other local records
How to handle various problems of editing and publishing
The most suitable types of stack equipment
Ditto for air conditioning equipment

I hope that some of these suggestions may possibly prove useful.

Yours sincerely,

Ce of Coos

Christopher Crittenden Secretary

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Dr. Cappon

Dan.

March 9, 1945

Dr. Christopher Crittenden, Secretary North Cerolina State Dept. of Archives & History Raleigh, North Carolina

Dear Doctor Crittenden:

Thank you very much for your very practical suggestions for the American Archiving.

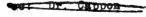
Several members of the Council have not yet submitted suggestions, but I think Doctor Cappon and I will go shead and draft a statement to be submitted to the members of the Council for their approval, then approach the Editor with our suggestions.

Yours suggestions are very practical, and I appreciate having them.

Sincerely,

President

mon:1k





TREASURY DEPARTMENT

WASHINGTON

March 11, 1945

Dear Miss Norton:

In spite of the fact that it is now more than two months since I received your letter concerning the editorial policy of the American Archivist and am only now writing to you about it, I have not been as neglectful as I appear to have been, and I hope you will forgive my seeming rudeness in not replying before this. I have been sounding out opinion among various types of people here in Washington, and have been thinking a great deal myself about the whole question.

All of the criticisms in your letter are well taken, I think, and the adoption of the suggestions you make would, I am sure, make the magazine a more useful tool for all its members. I don't believe I can add anything constructive in the way of detailed comments and suggestions. My own thinking has been along the lines indicated below.

The publication of any society should promote the common interests of the members of the society. The common interests of the members of the Society of American Archivists are concerned with the subject of record material of one kind or another, ranging from the large accumulations of the official records of State and Federal Governments, maintained in official custody of the agencies of origin and archival agencies, to the small collections of personal and private manuscripts of individuals - scholars, statesmen, and other noteworthy persons - found in the possession of libraries, historical societies, universities, and similar private institutions - acquired by purchase or gift, often after they have passed through various "alien" hands since their separation from the ownership of their authors.

These various types of records are being maintained in the custody of various types of custodians, with varying backgrounds of education and experience. For instance, there is the trained historian, who brings to the field an appreciation of the value of records as source material for history - then there is the librarian, whose bibliographical knowledge is an advantage in the organization of the material and the preparation of reference aids - and not to be forgotten are the persons of varying backgrounds who have had long experience in the care and handling of record material within the agencies of origin, during which it is subject to its most active reference.

These custodians have, in most instances, acquired whatever knowledge they have of record administration and discipline through their own experience, and there is not yet a body of systematized knowledge of the field

generally accepted by all and made available through courses of instruction, although an encouraging beginning in this direction has been made here and there. In fact, it is safe to say that the development of this field of endeavor as a profession is merely in its infancy - with only slight glimmerings of a philosophy, and some rudimentary beginnings of a discipline becoming discernible.

Under the conditions described above, our publication, if wisely directed, could be an effective means of developing a real profession. Through solicited articles from those working in the vanguard of the profession, with a proper selection of technical articles and philosophical essays, - through promoting a free exchange of opinion and comment by having a question and answer column, - and by stimulating the preparation of effectively presented case studies, - the American Archivist could become the record of a growing body of professional information, reflecting the progress made in the field, and making available to all its readers the significant developments as they are formulated.

These thoughts have come to me in the midst of the activities going on here in Washington, many of which are unrecorded and unknown to the membership outside of Washington. At the same time, I am sure, many interesting advances are being made in the States that should be made available to us here in Washington. I am also very conscious of the fact that many of us are thinking in separate compartments, as it were — with no real conception of the basic unity that should bind us all together as record custodians.

I hope you will pardon this long and rambling comment - but at least it indicates the direction in which I think we should go.

Very sincerely,

Helen L. Chatfield

Miss Margaret C. Norton, President Illinois State Library Springfield, Illinois March 21, 1945

Miss Helen L. Chatfield, Archivist Treasury Department Washington, D. C.

Dear Miss Chatfield:

Thank you very much for your thoughtful analysis of the needs of the American Archivist. I am sure what you have said will work into our report to Professor Pease.

I am very much interested in your spring semester evening classes on records. You are dealing in these classes with what I tried to do in my short course given as one of the Civil Service In-training courses here last January. I would have given a geat deal for some of your lectures. I wish very much that a detailed syllabus of your course and some of the lectures could be published in the American Archivist. From what the secretary of our Illinois Civil Service Commission tells me, there is quite a movement over the country for in-training courses in various governmental problems, including records. It seems to me that the pioneer work you are doing along this line should be passed on for the benefit of some of the states. I know you have published the one article in the American Archivist, but I would like to see a series of articles on this subject. If Professor Pease does not wish to publish them, we would be delighted to have the opportunity to publish them in Illinois Libraries.

Sincerely,

President

mon:lk

The National Archibes

Washington, B. C.

OFFICE OF THE ARCHIVIST

March 21, 1945

Miss Margaret C. Norton, President The Society of American Archivists Illinois State Library Springfield, Ill.

Dear Miss Norton:

With both you and Cappon riding herd on me I suppose I had better say my say with reference to The American Archivist. Perhaps my inability to find time to do so before has been due, in part, to subconscious doubt as to the wisdom of the entire procedure being followed in this matter. I was not present at the meeting of the Council at which the matter was discussed and consequently am not in full possession of the background. As I see it, however, the Society, which means in effect the Executive Committee, has selected an Editor and an Editorial Board and has assigned to them the responsibility of running the magazine. If the Society or the Executive Committee are sufficiently dissatisfied with the job that is being done, the proper procedure, in my opinion, would be to change the Editor or the membership of the Editorial Foard, or both. In other words I do not believe the Council is necessarily any more competent to determine matters of editorial policy than are the Editor and his Editorial Board, to whom the Society has, supposedly, delegated that responsibility.

The point I have attempted to make above does not mean that I think there is objection to the discussion of matters of editorial policy at meetings of the Council, for such discussion is necessary to help the Council to decide whether or not it wants to change the management, nor does it mean that I see any objection to the submission of suggestions to the Editor or the Editorial Board by individual members of the Council or by any other members of the Society. On the other hand, if I were the Editor of a society's periodical with a set-up comparable to that of the SAA and the Council should undertake to instruct me in detail as to how I should do my job, I should certainly resign. Perhaps what the Council wants is to bring about the resignation of the Editor, but if so the procedure that appears to be contemplated of bringing pressure to bear upon him to change his ways in matters that are distinctly within his province does not seem to me to be the right procedure. A much better procedure would be to notify him that his term will expire at a certain date and then to proceed to select his successor. Before that is done, however, consideration should be given to the question as to whether a competent successor can be found who would do the job and who could obtain a subsidy for editorial expenses, unless, of course, the Society is prepared to assume those expenses. I might add that if, as I suppose is the case, no term has ever been fixed for the position of Editor. I definitely think that

such a term should be fixed. If the term were definitely established as for three or five years that would mean that periodically the question of continuing the Editor for a second term, or finding a successor, would come up for consideration by the Council and there would then be little or no reflection cast on an editor if he were not continued in the office.

I do not think that anything will be gained by my going over in detail the "Comments and Suggestions" that accompanied your letter of December 29. With some of them I am personally in agreement, with others I do not agree. In general, I may say that I have been better satisfied with the content of The American Archivist than I have been with its format or editorial style. Some articles have been published that I certainly would not have published had I been editor, and I feel that the Editor and the Editorial Board might have done and might do more in the way of soliciting desirable articles, but by and large I think that a set of the magazine constitutes an invaluable reservoir of archival literature. I think we should recognize the fact that the Editor receives no compensation and that his time has been more fully occupied with other matters than he anticipated it would be when he took on the job. I think he would welcome suggestions of any sort from individual members of the Council or the Society, but I think he would properly resent an official directive from the Council as to how to perform the details of the job he was asked to do.

Sincerely yours,

Solon J. Buck

Archivist of the United States

Dr. Solon J. Buck Archivist of the United States The National Archives Washington, D. C.

Dear Doctor Buck:

Thank you very much for your very helpful letter of March 21st. So far I have not been able to find time to think through the suggestions you have made.

there was considerable criticism of the American Archivist voiced to the Marrishurg meeting by various members of the Society of American Archivists. The burden of their conclaints segmed to be chiefly that the American Archivist caters too much to the larger institutions and does not give amough practical articles on technical matters which some of our members have been known to dismiss lightly as mere craftsmenship. Also some of our committee chairmen complained that persons whom they approvoked so prospective members stated that the American Archivist gives thes nothing which would be useful to shem in their specialized lines. Also, there has been some dissatisfaction with what some of the contributors have labeled Doctor Passe's dictatorial attitude towards editorial prerogatives. Specifically they have complained that he made cuts or Altered their papers without consultation with them. I myself have had one experience where he tried to improve my language and made me say the direct opposite of what I was saying, and where he made a typographical error which makes it seem that the cubic contents of the Archives Building is only ten percent of its octual size. However, those are elips which could happen anywhere, and do happen in almost every article which is published, in even our own periodical, Illinois Libraries. As you know, there has always been a certain irritation on the part of members of the Council because Doctor Pease does not consult the Editorial Board and resents any suggestions made by the Council.

at the Harrisburg meeting and felt that some drastic steps should be taken. The President and Secretary of the Society were instructed to do something drastic in the matter. Personally, I feel that practically all of this difficulty stems from the fact that Doctor Pease has found it impossible to attend the meetings and is probably unaware of some of the desires of the members with respect to the

contents of the American Archivist.

The crux of the matter is that there is no other Editor that I can see who is available. I think the Society owes a great debt to Doctor Pease for his generosity in making his editorial experience available. In this matter I can only follow the instructions of the Council. As you know, we have been writing back and forth about the American Archivist, and the sum and substance of the replies seems to be that most of us have now got out of our system the things we would like to see in the American Archivist. As I see it, it all boils down to the fact that everyone has ideas about what sort of articles should be written, but no one is writing them and submitting them to Doctor Pease, and that Doctor Pease's experience as an Editor not only of the American Archivist, but while he was Editor for the State Nistorical Library, convinced him that solicited articles involve the Editor's not having to print things which he does not think are up to standard.

This problem is worrying me considerably. I do not see any chance of the nging Doctor Pease's heliefs based upon his personal experience, and I certainly do not see any chance for equaling him as an Mitter. I wish I could have a long personal talk with you to get your confidential advice as to how to handle this very delicate matter. I am trembling for fear Doctor Pease will find out about this correspondence and be hurt. I feel that we are really doing something behind his back, yet that is what the Council scened to wont. As soon as the pressure of my own work permits me, I am stoling to try to dreft a letter to go to headers of the Council advising that we make haste very slowly in this Latter and not try to do crything crustic this year. I have we can get suggestions for in provement of the Archivist submitted to Poster Pense in a way which will not offend him. I agree with you that the proper approach is through the Editorial Board. The problem, however, is that the Editorial Board seems to be under the impression that Doctor Pease does not went advice from them. That to do I do not know. My motto has always been "When in doubt, do nothing", but a perently the issue is being forced upon me.

I am glad that you have spoken frankly about this matter and wish some of the other members of the Council had written more from the point of view of editorial policy and not so specifically about what they want done.

I will write you later, when I have thought through the problem a little more, and in the menatime will appreciate any suggestions you can make to me.

Sincerely.

President

Proposed Policy for american archivist

The chief criticism which has come to be concurring past issues of the american believed is that the seemed to be aimed at the large institutions, There is a demand for improved to the technical article antechnique which would be helpful to those just starting archival work or for those working in smaller places, youtherlandy those combining the functions of archives and historical libraries. The membership committee complaine that when they approach on archivist of a non-governmental archival agency they are ashed, "What article have you ever published that would help me to solve my probleme?" Mrg. Minogree " Some Observations on the Hattening of John Rocards " published in the april 1945 issue, as the type of articles most unfel to the greatest number of our members. However, Professor Peace has not been excessful in funding articles of this son.

My suggestion is the creation of a technical section. This would include a questions and answers department and winds short notices concerning various technical points, with occasional articles. Also I should like to see a commercial section as described below.

I Under the heading of Jechnical Notes I would Take brief discussions of such points as

1. It What are the advantages and disadvantages of the various types of archival agencies, as, independent exercise, divisions of State libraries, divisions of historical libraries, etc.? Einster questions. The proc and come of filing cobinete and document bases, etc.

2. The relative ments of calendaring and name 3. Descriptione, with drowing or photographa, of special specific teme of equipment, such as the Virginia continuous shelving and the Ellinois sliding shely. 4. Sylver to look for 4. What qualities to seek in equipment considered for purchase as for instance, a brief discussion on drawer slides as the weak point in filing colinate 5. hegal terminology 5. Terminology, such as the differences between thinute, proceedings, registers, etc. a half dozen or so technical definition in each issue 6. Specifications for binding of ladger volumes. Each year Det there when 7. an annual summary of the records legislation of the bedrage "government and of all states 8. austations from 8. Useful gradations, as that on non- read materials from Page of the U.S. Department of Cyriculture 9. Notes on microphotography, perhaps a column such as library formal To Common Section. I. Commercial Section. This would be the proper place to call attention to the very significant fact that Remirgton Ravid has appoint Mr. Laly as records consultant; buto call attention to advatising literature of interest to archivists, such as Records's "Comissibility or that forblecation periodicals such as Weston's Rucord or S. L. Biown Cox. " Permanence." Very rarely attention might be called to revolutionary new equipment, as Remington Rands.

proposed device to lower drowers to wond height for filing proposed.

This port of thing is done by the library formal inthest accusations of urbain advertising the world grow the world amount accomplicately new line of equipment " when the "new line" proses to be first a change in the standard color or some other minor change. The vertion, which would perhaps appear in only one or two members a year, would be caimed only at informing archivists of developments with which they should be families.

II. Book reviews should be given about the same space and monimere as before except that I would like to see reported archival agencies to which everyone can obtain for themselves and more attention to beach useful books we are likely to mire, such as Treenwoods: Document Bhotography i Recordalis "as-missibility

the lovering sections. When a new archives building is absorbed silve to sect that forta dedicated, as in the case of Cuba, I will mist give that forta menention in the news notes but transmit, together with a full length article about it. I hope also that the suggestion that occasional articles be published by South American archivists be caused out through article solicitation by our Committee on International Relationships. The abstracting of foreign archival privationals should also be recome.

I . Illustratione, So for the american archivist has not und illustratione, chiefly because of cost. If the external office is morato Springfield and we can accuse a release from the present arrangements with the meant publisher,

money in postage and express to primit at least one sheet of half tom on line cuts. Epingfield has several very large printing firm which specialize in State printing for the State of Ellinsia, and perfectly capable of turing out work of quality equal to the of the Wisconsin frim we are now yestroniques. as sently their I would reper you to the Illinois Blue Book (Illinois Journal Printing (o.) and Journal of the Illinois State Historical Library (Phillips Bros.) None of these concurs has as yet been approved by that I there had very notifeatory cooperation with the firm which published the Proceedings of the National Association of State Library but would, 9 am au, give get estisfation service, " VI. The present method of purching together the numbers of the archivist, by one stapling through the middle, welludes extraportory birding. It would be desirable to consider the expenditure of the extra money implied in getting the pages into signatures of standard length 144 III. The american archivist should continue to publish the papers and at the annual meeting, but it should not limit treely to such papers. The Committee existenced board, the Comnittee on behind Research and the should actively informational solicit vapure on subjects not covered by the meetings of solicit vapure on subjects not covered by the meetings of not evitable for reading aloud. The editor should be free to solicit articles also, but the burden of supplying copy should next upon the board the and committee nound above, also next upon the board the archival writings existen, and the archival writings existen, on the news notes, rememberation and the archival writings

all incumbents to be stained; also on amondo an exiter on tedemical votes and the chairman of the Committee on Interestional Relations. On an example of the type of article which would be unput, but boing for a meeting, one might suggest on article on the U.S. General seconds. This would not be a livetony of the Census Busines or very the census used, but information as to what visite they are, what information can be obtained from each type and sate of words, when information can be obtained from each type and sate of words, when the records are housed, to whom inquiries concerning them should be addressed, what restrictions there are on the concentration of the records, what amount of research service can be given to individually the availability of microfilm copies, what repaints have been most, the

TIT! More atticles should be published which would be helpful either to persone in charge of boat

The following suggestions are offered as to the contents of the

I. Butieles,

a) avoide of the

~) &n .

a) The present

- a) In the fitting as at present, the backfrone of the annual meetings and end foint meetings in which the Society participates,
- b) Won articles of the type of Mrs. Minoquie "Some Observations on the Hattening of Folded Papers," published in the april 1945 issue an wanted, though Proposer Peace has been uneversepolic finding this type of article.
- c) In the future, as now, there should be a working agreement between the National Deliver and the Editor as to what rach shall published.

4) Ey articles are not

- d) Thereshould be esticitation for article when the topice desired to be discussed to not come automates voluntarily. It It should be the duty of the Editorial Broad and the Committee on Resorch, consulting with the Editor, to solicit article, subject to rejection of the article, submitted are deemed unsuitably, for publication.
- e) Many subjects of great interest to the number would not make good reading at a commention.

Study of remer

their aid in filling his columns. The Editorial Board and the Editor should solicit suggestions from members and from the Council of the Esciety. Unless prevented by a real emergency, the Editor should attend all meetings of the society, hurand to report to the council in dutail if they so request, and to discuss with them in queson mothers which might be how in the past but to misunderstandings when reduced to the form of correspondence. He should have a wide person acquaintance with member so that he can not only find out their ascertain their needs as to the magazine, but also that he may lenew to whem to turn for information answers to those needs.

The Editor should be appointed for a fixed term of years, the

same as the Editorial Board is selected.

The most frequent criticism of the present adutarial policy seems to be that the american bulliving cotters to the larger institutions and has too little to offer to the smaller state orching which are also historical agencies, to custodians of local and metitutional archives. There is a definite demand for more information on technical methods, equipment and methods of nopularizing the the months better can for woods in general, tom of the comment - Same of the comments on this point are

Mrs. Mittogued "Some Observations and Restaining of Jeans Rug de city as the sque of a tile most useful to the quotest much of one mentions. So for Professor Base has not him sweetsful in finding or their aid in filing his columns. The Editarial Roard and the Sitter should welcome suggestions from members and from the country the Society. Unless presented to by some present or other emergency the Editor should attend all meetings of the Society, prepared to report in detail to the Council of they so request, and to discuss the them the and with them in present meeting while might had a misunderstanding. He should have a wide present acquaintance with members so that he settend only find out what they want from the personal but also that he may know to what they want from the personalists but also that he may know to when to turn for information.

The principal activism of the Romerous

The most proprent comment hand from members about the anion believed is that all are proved of the high standards set by the articles prints, but that they wish that they wish more and to the larger archival institutions. They wish more themical articles and important about archival techniques on the level of the small state archives (frequently combined on the level of the small state archives (frequently combined with the state historical agency), the custodian of local and institutional archives. Outstations from some of these amounts institutional archives. Outstations from some of these amounts institutional archives. Outstations from some of

THE AMERICAN ARCHIVIST

Correspondence Regarding the Election of Margaret C. Norton as $\operatorname{\textsc{Editor}}$

1945-1946

(THIS FILE IS FROM THE SOCIETY OF AMERICAN ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE UNIVERSITY OF WISCONSIN ARCHIVES, MADISON - RECORD SERIES 200/7/2 - Box 1, File 8.)

North Carolina

State Bepartment of Archives and History

J. ALLAN DUNN, SALISBURY
MRS. GEORGE MONELL, FAYETYEVILLE
CLARENCE W. GRIFFIN, FOREST CITY
R. D. W. CONNOR, CHAPEL HILL
W. T. LAPRADE, DUNHAM
GENTRUDE S. CARRAWAY, NEW BERN
MRS. P. F. PATTON, HANDERSONVILLE

RALEIGH

R. D. W. CONNOR, CHAIRMAN CHRISTOPHER CRITTENDEN, DIRECTOR

December 3, 1945

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

As you know, the Council of the Society of American Archivists authorized the president to appoint a "committee to investigate the possibilities as to an editor for the Society and to recommend a possible editor, " Subsequently Dr. Buck appointed this committee, consisting of Cappon, Overman, and myself as chairman. Dr. Buck asked the committee not merely to suggest one or more names, but actually to consult the person of our choice, so that something will be lined up when a report is made to the Council.

The committee have now been into the situation with a good deal of care, and they have reached the conclusion that, everything considered, there is no one else who can do the job as well as you. They have therefore authorized me to write and draft you for this position. Your long experience, knowledge, and pioneering leadership in the field of archival science; your close identification with the Society from its beginning, including your years as president; your broad contacts with persons engaged in this field of activity - these are qualities which are most desirable in our editor. May I add that all of us have the greatest respect for your splendid ability - that is what makes us so sure that you can edit the magazine according to very high standards. Of course you will need assistance in doing the job, and, according to the budget which has been approved, that will be provided.

We do not need to tell you about THE AMERICAN ARCHIVIST, its record, its achievements, or its possibilities. You know, better than we, that, while this journal has served a useful purpose, many members of the Society feel that it can be made considerably more useful and serviceable. The committee believe that you are just the one to achieve this last-mentioned purpose.

I will not go into further detail, because you are fully informed regarding the situation. I do wish to emphasize the fact, however, that the committee hope very much that you will consent to serve the Society in this important capacity.

With cordial good wishes, I am

Yours sincerely,

copies to

Dr. Cappon

Dr. Overman

Christopher Crittenden, chairman Committee to Select the Editor Society of American Archivists Dr. Christopher Crittenden, Chairman Committee to Select the Editor Society of American Archivists North Carolina State Department of Archives & History Raleigh, North Carolina

Dear Doctor Crittenden:

As I said in the Council meeting when we were discussing the matter, I think the proper person for Editor of the American Archivist would be an ambitious young man, ambitious to make his reputation, who would be "a working fool". However, I realize that such young men are either still in uniform or else insufficiently reoriented to take over the work at this time. The

The opportunity for me to do some of the things I have long wanted to see done in the American Archivist for a year or two, until the permanent editor is found, is almost irresistible.

Miss Rogers is loath to see me undertake the work, because she feels the burden added to the overload I am already carrying here will be too much for me. After several discussions with her, she finally said I could take the editorship but to remember that she had warned me. The condition she makes is that I must keep up my editorship of the archival section in Illinois Libraries, but that I can do as much editorial work on State time as would take to write articles for Illinois Libraries which I might induce other people to do for me. If there is any other person whom you could get, it would be better I believe to invite that person to become editor. However, if you are really up against it, you may submit my name to the Council as an applicant for the position.

One thing which makes me hesitate is that there is no one on the State Library staff except Miss Rogers herself who has had editorial experience and who could help me. Our Ralph McCoy who so ably handled Illinois Libraries for several years is still in uniform with no immediate prospects for release. If he does come back to us, which at present looks dubious, Mr. Barrett, the Secretary of State, has work which he wishes him to do, which means he would not be available. I may, however, be able to get the assistance of Mrs. Miriam Wetherbee, wife of the Assistant Archivist, who is a trained librarian with many years experience in all types of library work. She has the training and accuracy and the intelligence to do a good job on the mechanical side.

To what extent has professor Pease obligated the Society to continue with the Wisconsin printer? If I were to undertake the editorship, I would prefer to have one of our Springfield printers do the work. We have several very large printing establishments here who specialize in work for the State of Illinois, and these printers are equipped to do any sort of work and could turn out as artistic a job as we have been getting. The saving in time, and more especially the saving in transportation charges, would be considerable. In fact, I believe the extra cost of illustrations which would be desirable for the American Archivist could easily be met from this economy. It is likely that Professor Pease had had to make a year's contract with them in order to get the January issue printed. so, they have probably made commitments about paper. However, I do not think it would have been proper for him to have made any contracts after his resignation had been presented and accepted.

Whether or not I become editor, there are certain things which I definitely want to see done in the American Archivist. Some of these ideas I have set down on the enclosed sheet.

I am deeply moved by the kind way in which you have invited me to permit my name to be presented to the Council. It is good to have such nice things said, even though I know that particularly from the technical publication angle, I am not sufficiently experienced to take over the work.

Sincerely,

mcn:lk

PROPOSED EDITORIAL POLICY FOR THE AMERICAN ARCHIVIST

- 1) The formal articles should have the same high standards as those we have been having, but we should try to reach a broader audience. Our members from smaller institutions and our Committee on Archives of Non-Government institutions complain that the American Archivist has little that is helpful to them, as most of the articles seem of interest primarily from the Mational and large state archival point of view. We should not depend entirely upon the material furnished by our annual maetings. Many papers which are good to listen to do not read well, and on the other hand, we have had a tendency to make our programs boresome by the inclusion of too many papers meant for publication in the Archivist. The aditor should be able to depend upon the Committee on Archival Research to provide him with the formal articles naeded.
- 2) We need a technical section. This would be an addition to formal articles of which I would hope there would be many more written from the point of view of actual techniques employed. There might be a questions and answers column. There should be a column which would describe in a few paragraphs each, perhaps with illustrations, archival methods and equipment: for instance, I personally would like to have engineering drawings and a description of the continuous shelving used at the Virginia State Library. Probably some people would like the same for the sliding shelves that we use here in Springfield. With the first number containing a technical section I would suggest enclosing a V-Mail type of sheet with the editor's name and address on the back and a questionnaire which could be answered briefly. This questionnaire would be worded something like this: "IDEAS WANTED. Put yourself in the place of a visiting archivist who is looking for ideas for his own institution. What feature or features (methods or equipment) would be be most likely to consider copying from your institution". It might be well to have a technical editor analogous to our editor for the News Notes and the Book Reviews.
- 3) A foreign section. This would be under the editorship of our Committee on International Relations. It would include articles by foreign archivists as has been suggested, abstracts of foreign archival periodicals, news notes, etc. If an archives building, like the Guban National Archives, were dedicated, we should have a feature article, showing illustrations of the building, perhaps the plans, portrait of the archivist, as well as a description of the archival agency and the building.
- 4) Illustrations. We should show pictures of archival buildings, archival personalities, such as the president of the Society, honorary members, equipment, copies of interesting posters, etc. For instande, I should like to ask Dr. McCaim

to prepare a brief sketch of our new Italian honorary member and to run his portrait.

- Book Reviews. I should like to see fewer long reviews on publications of the National Archives and state institutions and more reviews of books in related fields which would be useful to the archivist, but which he might miss; for instance, I have found Greenwood's Document Photography, published in 1943, extremely valuable, yet somehow this book did not come to my attention until about a month ago. I think we might have a section for older books entitled "The Archivist's Reference Shelf". There are many books, such as law dictionaries, books on filing and indexing, etc., with which archivists should be familiar. Te are frequently asked to recommend such books to our patrons.
- 6) A commercial section. It is probably true that we cannot hope for commercial advertisements, but it is possible, I believe, to mention really outstanding things in a non-commercial way, with the statement that we are not endorsing the products but merely calling attention to interesting things which our members might misc; for instance, the Recordak's excellent book on Microfilms as Evidence (that is not the exact title, but you doubtless know what I mean) the appointment of Commender Leahy as Record Consultant for Remington-Rand, issumething which should be noted. There is, of course, no substitute for the "bull sessions" held in the wee small hours after the formal convention programs have adjourned, but as Doctor Radoff has aptly put it. "One should not have to attend the annual meetings of the Society to find out what is going on in the archival world".
- 7) The News Notes should be continued as at present, with the possibility that occasionally itoms usually given under that heading will be shifted to the technical section.

There should be a closer cooperation between the editor and the editorial board; also between the editor and the Council of the Society. The editor should be required unless detained by an urgent emergency, to attend meetings of the Society in order to report to the Council and to discuss with them, if they so desire, policies of the American Archivist. The editor of the American Archivist should be more concerned with putting the periodical into physical form than in gathering material for it, but he should be in a position to exert his influence as to what it is desirable to include in each issue. That means that the editor should try in every way possible to keep in close contact with the members of the Society and with persons with allied interests.

January 16, 1946

Dr. Lester J. Cappon P.O.Box 203 Williamsburg, Virginia

Dear Lest

Voting for the selection of Miss Norton as Editor for the Society is one of the pleasantest tasks I've had as a council member. I so vote. From what Miss Norton said at Indianapolis about not taking on any more work I was pleasantly surprised to hear that she would be willing to accept this task. an intelligent knowledge of the field, wide acquaintance with the members and their interests, experience in writing and editing, and other qualifications that surely make her well fitted for the position. I have great confidence in prospects for a highly successful editorship.

I also vote in favor of the proposition that the Editor be selected for a three year term with the proviso that the same person may be re-elected.

Very cordially + hartily

Philip C. Brooks

Copy for MCN -

THE SOCIETY OF AMERICAN ARCHIVISTS

SOLON J BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25. D. C.

24 January 1946

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P O. BOX
WILLIAMEBURG, VIRGINIA

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

It is my pleasent duty to inform you that the Council voted enthusiastically to elect you Editor of the Society to succeed Professor Theodore C. Peace. You were elected for a three-year term with the proviso that the editor should be eligible for re-election.

I am writing Professor Pease of the Council's action as soon as I receive your formal acceptance of the editorship. I suppose you and he had better confer quite soon regarding the transfer of duties, records, etc. As you know, no one outside the present editorial office has any particular knowledge of its finances, procedure, contract with the printer, etc., and therefore what you learn of these details will be of utmost importance. Since the subvention from the University of Illinois will terminate with the April issue (I assume that Professor Pease will have the major responsibility for this issue), and the Society will then carry the expense of the editorial office, we shall need an estimate of that expense whenever you are prepared to provide it. Undoubtedly a good many questions of policy, procedure, technical matters, and others will arise during the coming months. I am sure Dr. Buck can give good counsel on the basis of his experience, and some matters may have to be considered by the Council. But we all have the greatest confidence in your ability and sound judgment, and the fact that we gave some consideration to editorial problems and policy while you were president is all to the good.

If I can be of any help in the transfer of the editorial office or in any other matters that may arise, I hope you will call on me. I want to express to you my personal feeling of pleasure and satisfaction over your election to the editorship. With best wishes, I remain

Cordially yours,

Lester J Cappon

Secretary

P. S. The Council has voted to hold the tenth annual meeting (1946) in Washington, D. C., and to accept tentatively the invitation to meet in Denver in 1947.

It. Umis aren

February 1, 1946

Dr. Lester J. Cappon, Secretary Society of American Archivists Williamsburg, Virginia

Dear Doctor Cappon:

After further consideration I have decided to accept the election as Editor of the American Archivist, to succeed Professor Theodore C. Pease.

I note that you say that Professor Pease will probably be willing to get cut the April issue. Inasmuch as the State Library is working overtime several evenings a week and inasmuch as I shall be busy with replacements on our staff, it would not be possible for me to undertake to get out any issue earlier than the July issue.

Incidentally, we are holding a Civil Service examination for Assistant Archivist sensetime in late February or early March. Do you know of anyone who might be interested in the position? The present salary is \$2700 per annum, though I do not know whether the incoming person will receive that much.

I am very anxious to have an editor appointed for the technical section of the American Archivist as soon as possible. This may be one person or a committee. I hope Doctor Buck has some suggestions in this matter. I will write to him shortly.

As this is the between-semester period at the University of Illinois, I presume Professor Pease cannot right now give time to me for discussing the preliminaries to the transfer of the editorial office. Neither can I in the next two or three weeks get off to go over to see him.

Until I fund out from Professor Pease something about the financial set-up for the American Archivist, I cannot make the vaguest estimate as to the budget. Probably I will have to get out at least one issue before I can make such an estimate.

Please send me the names of the members of the present editorial board so that I can get in touch with them immediately.

I shall be leaning upon you very heavily as I have been doing in the past. Please do not hesitate to make any sugges-

tions and above all, to make criticisms, which will be very welcome.

Sincerely,

Archivist

monilk

Dr. Philip C. Brooks. 210 West Alexandria Avenue Alexandria, Virginia

Dear Doctor Brooks:

Thank you for sending me a copy of your letter to Doctor Cappon concerning the Editorship of the American Archivist.

I almost had to say no when the notice of the election came through, because I am going through one of those periodical revolutions in staff which seem to accompany changes of political administration. These changes came partly through dismissals, partly through resignations caused by the fact that most of the staff had only a temporary Civil Service status on account of the war. My greatest loss is that Ambrose Wetherbee, who has been my dependable and feithful first assistant for the post eight years, is going back to the State Historical Library. Miss Rogers has been reluctant to see me undertake the Editorship, because she felt I was already carrying too heavy a load. However, the appeal is so strong that I am going to make the attempt.

Unlike Professor Pease, however, I plan to have most of the work done for me by sub-editors, Society committees, and the Editorial Board.

It was very kind, indeed, if you to write as generously as you did in your letter to Doctor Cappon.

Do you know of any one who might be interested in the position of Assistant Archivist? Mr. Tetherbee has been getting \$2700, but I do not know whether the new man will get quite that much. A Civil Service examination for pormanent professional status will be held, probably the last of February or early in March.

Sincerely,

The love tack.

February 1, 1946

Dr. Solon J. Buck, President Society of American Archivists The National Archives Washington 25, D. G.

Dear Doctor Buck!

I am writing today to Doctor Cappen to accept the editorship of the American Archivist. One of the reasons why I would not permit my name to be submitted for a third term as President was that I dreaded the restonsibility for replacing Professor Peace. It never seems to be my fate, however, to be the clinging vine for which I believe nature intended me, or to be able to dodge responsibilities.

I hesitated a long time about undertaking this work, because I realize that my editorial experience has been limited; also my burdens here are all that hiss Regers, cur Assistant Librarian, feels I should undertake. Right new I am going through one of those periodical complete reorganizations of staff which seem to accompany changes of political administration. These changes are not due to any lack of sympathy on the part of the present Secretary of State but to the fact that most members of the Archives staff have been under only temporary permits rather than permanent Civil Service status. Several have been dismissed for one good reason or enother and several have left, fearing that their status was not permanent. Miss Rogers has probably by now written you that we are losing the Assistant Archivist and to esk you to suggest a person or persons who might be interested in taking the Civil Service exemination to be held within the next month or two.

As Editor of the American Archivist I hope to broaden the coverage of technical information. I particularly want to sprengthen our discussions of some of the more fundamental techniques to keep our members informed of new methods and equipment, etc. I should very much like to have you appoint a technical editor who would function in the same way that the news editor is now doing. Of course, I hope the present subeditors will be retained.

It is probable that Professor Pease will have scraped the bottom of his barrel so far as articles are concerned and that it will be necessary to get articles written especially for the periodical. The July issue is the first issue I expect to edit.

I would particularly like to have the names of the chairmen of committees. I hope our Committee on International Relations will carry out suggestions made to the Council that we publish information concerning our foreign members. Two articles I have in mind particularly; one, a sketch of the life of Mr. Re, our new Italian honorary member, which I suppose Boctor McCann would be the proper person to prepare; also a description of the new Cuban Archives Building. I was not satisfied with the mere news note which appeared in the American Archivist last year, and I do not think it is too late to publish an article telling more about the Cuban Archives. Would it be better for someone who attended the dedication, like yourself, to do this or to ask the archivist himself to write something? I am already in correspondence with Dr. Sen of India about his new archival journal.

Several of our committees are working on manuals of one type or another. Since we may be short of articles this year. I think it might be appropriate to devote a large portion of one issue to the publication of one of these manuals. Ferhaps one of the manuals suggested by the Committee on Public Archives which last year was headed by Mr. Hausdorfer of Columbia.

Needless to say, I wish the closest possible cooperation with you not only as President of the Society but also as Archivist of the United States. I shall welcome all suggestions and criticisms.

Sincerely.

mcn:lk

THE AMERICAN ARCHIVIST

EDITOR'S CORRESPONDENCE WITH SOCIETY OF AMERICAN ARCHIVIST MEMBERS 1945-1946

(THIS FILE IS FROM THE SOCIETY OF AMERICAN ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE UNIVERSITY OF WISCONSIN ARCHIVES, MADISON - RECORD SERIES 200/7/2 - Box 1, File 10.)

Rockville, Maryland September 25, 1946

Miss Margaret C. Norton State Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

The Program Committee for the tenth annual meeting of the Society of American Archivists is planning one session to deal with local and state archival problems. Mr. Eddy will discuss the responsibilities of state archivists to other state administrative officials and Mr. de Valinger will talk on the passe of county records in a state archival system.

The Committee would like very much to have you preside at this session, which will be held, unless plans are changed, on Friday afternoon, October 25. Would you accept this responsibility? And could I have your reply sometime soon?

Sincerely yours,

ROBERT H. BAHMER, Chairman

Program Committee

Society of American Archivists

September 27, 1946

Mr. Robert H. Bahman Chairman Program Committee Society of American Archivists Route 2 Rockville, Maryland;

Dear Mr. Bahmer:

I will be very glad to preside at the session to deal with local and state archival problems. I am particularly glad to hear that you are planning such a session, because it seems to me that we have been somewhat "fuzzy" in our thinking along such lines, and need clarification. I think most of us in the past have talked and thought too much about how to make other state and county officials cooperate with what we want them to do to further our own programs.

So far have had no confirmation of either train or hotel reservations, but both Miss Rogers and I plan to attend the meeting. Good luck to you in your work as program chairman.

Sincerely,

Route 2 Rockville, Maryland October 8, 1946

Dear Miss Norton:

Thank you for your recent letter. By now you will have received the preliminary statement of the program. The printed program will list Mr. David Duniway, State Archivist, Oregon and Mr. Gust Skordas of the Maryland Hall of Records for discussion on the State and Local session — Duniway to comment on Eddy's paper; Skordas on de Valinger's.

Are you familar with all of these sufficiently for your introductions? If I can help out, let me know.

Sincerely yours,

ROBERT H. BAHMER

October 19, 1946

Mr. Robert H. Bahmer Route h Rockville, Maryland.

Dear Mr. Bahmer:

I am looking forward to the meeting and particularly to the program over which I am to have the privilege of presiding. I of course know Eddy and de Va inger, also Duniway. Skordas I haven't had the pleasure of meeting, but he is the chairman of the committee on technique for The American Archivist so I am sure to know what he looks like by the time of the meeting. Therefore, I do not anticipate needing any particular help about intorductions, thanking you just the same.

Your program sounds good and as editor I am hoping that I shall want to print all the addresses. I suppose you know that it is the duty of the program chairman to write a summary of the meeting for publication in the January issue. Normally my deadline for copy for that number would be November 1stybut to accommodate you and the news editor I have set Thanksgiving as the date. I hope that won't hurry you too much.

Sincerely,

Rochille Md Dec 16 1946 Draw Min Morton In amount to the query in your letter of the with: I -Chef of the war separtment Records
Browels of the agulant Temerals
Office. Officely I haven't
been with the archiver since The Real Harbor Wen I wens to the nong sight, for a year of the lion sight all g ur, of course, effect some time to return to the rather lear heater left in Dr Builin agany. Menny Churchnen

Potrer Hahmer

Coute 2

October 19, 1946

Miss Florence C. Bell 3420 - 16th St. N.W. Was hington 10. D.C.

Dear Miss Bell:

Your letter concerning the possible sale of back issues of the American Archivist is being referred to the Secretary of the Society of American Archivists, Dr. Lester J. Cappon, Box 505, Williamsburg, Virginia. Dr. Cappon has the back files of this journal and can advise you better than I as to the best disposition of your copies. Several of these are out of print, but I do not know how much you should ask for them.

Thank you for giving us the opportunity to make your file available to some one else.

Sincerely,

EDITOR

November 20, 1946

Dr. Joseph Broadman 235 West End Avenue New York 23, N.Y.

Dear Dr. Broadman:

I have directed our publisher to send you a copy of the Octobe. 1946 American Archivist which contains a review of MMME part of Mr. D.L. Evans' review of Mrs. Minogue's The Repair and Preservation of Records. This review was originally published in a Bulletin of the British Records Association. You will, I believe, find this review of interest. (See p.380). Also on page 356 you will find your pamphlet on Cellulose Acetate Sheetings listed in our annual bibliography on Writings on Archives and Manuscripts.

Sincerely,

EDITOR



Dr. Margaret C. Norton Managing Aditor The American Archivist Illinois State Library Springfield, IbL.

Dear Doctor Norton:

I received you kind letter of November 20th.

My only reason for not replying sooner, since I was indeed pleased to hear from you, was the fact that I waited to receive the copy you ordered sent to me. I regret to say that I am still waiting anxiously.

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It may be the normal delay, or it may be that the copy is lost in the mail. I would be deeply grateful if you would kindly look into the matter and get the copy for me.

Respectfully yours

Replacement of the State of the State

December 9, 1946

Dr. Joseph Broadman Broadman Process, Inc. 235 West End avenue New York, N.Y.

Dear Dr. Broadman:

Thank you for letting me know that you have not received the copy of the October 1946 American Archivist which I know what because I mailed it myself. Perhaps I did not have neough postage or the address was wrong somehow. Because I am very anxious for you to see the article on lamination, I am sending you another copy, and hope you will find it interesting. Because American archivists are not scientists them are loathe to dispute the authoritative findings of the Bureau of Standards and the recommendations of the Mational Archives. I pounced with glee upon this thoughtful cricque of the process in the technical bulletin of the British Records Association which expresses my personal feelings on the subject, though I may be too conservative in my attitude towards the process.

Sincerely,

MANAGING EDITOR

in it and it direct 1105 South Second Street Springfield, Illinois May 25, 1946 Dr. Solon J. Buck Archivist of the United States The National Archives Washington, D. C. Dear Mr. Buck: Among the recurring suggestions for The American Archivist which have come to me is a request for a President's page in each issue of the journal. As someone said. "it would supply a personal touch in what is at present a very impersonal, inorganic organ. It might be philosophical or extremely practical, or a shot in the arm' to challenge the members out of some rash and inconsequential detail that has blurred their vision". All of us I think have things we would like to get out of our system. Because I had something I wanted to say about county archives, I wrote the editorial page for the July issue myself. I think our members would very much like to have an editorial from you on some archival topic which is close to your heart. Perhaps a discussion of relations between the National Archives and State archives, or any other subject in which you are particularly interested. We can use a limited number of illustrations. I have had to set August 1st as the deadline for the October issue. If you could contribute something, I would very much appreciate it. I hope the July issue will be out as soon after the first of July as possible. Copy went to the printer the first week in May, but actual printing work has been held up until the last few days while we took up certain changes in format. Any suggestions or criticisms in relation to The American Archivist will be very welcome. Sincerely. Editor THE AMERICAN ARCHIVIST mon:lk

achines L June 11, 1946 Dr. Solon J. Buck Archivist of the United States The National Archives Washington 25, D. C. Dear Doctor Buck: I can perfectly understand your situation with respect to writing an editorial for the October issue of The American Archivist. I know that you are very busy, but hope you can find something to say for the October issue. If not, possibly you can later. The July issue of The American Archivist will, I hope, be issued on time since I already have page proof which will be going back to the printer within the next few days. I have made some changes in the physical appearance which I believe are an improvement, but so far have not had much luck in getting the type of popular articles which our members seem to think they want. The real purpose of this note is to ask you if you can find for me the address of Senor Rolando Doroas Barrow, who is I believe, the Archivist of Argentina. He has recently written me a note which we sent out to be translated. Unfortunately, his envelope which had his address was destroyed by the translator. Would you be able through some member of your staff to supply this address to me? I would greatly appreciate it. Sincerely, Editor men:lk

The National Archibes

Washington, D. C.

OFFICE OF THE ARCHIVIST

July 23, 1946

Miss Margaret C. Norton, Editor The American Archivist Archives Department Illinois State Library Springfield, Ill.

Dear Miss Norton:

This letter is entirely unofficial, that is, it is not written in my capacity either as President of the Society of American Archivists or as Archivist of the United States.

In the first place, I want to congratulate you on the quality of the July issue of the American Archivist and especially on the promptness with which it appeared. I liked your editorial on county records very much.

On the other hand, I was not quite sure what you were driving at in the article on pages 233-235. Certainly the American Archivist should be a professional magazine, but I cannot see that the Library Journal is any more a professional magazine than is the Library Quarterly. In fact, I should say that on the whole it is less so, because some parts of it have the character of a trade association publication. Many of the articles in it, however, are important contributions to a knowledge of the theory and practice of the library profession. What we should aim at, it seems to me, in the Society and its magazine is to develop the archival profession in this country, and that can only be done by developing a body of sound theoretical literature with illustrations of its applications and by disseminating professional knowledge of archives administration among its practitioners. It cannot be developed by publishing personal as distinguished from professional news about members of the Society. I hold no brief, however, for long as distinguished from short articles or for formal as distinguished from informal treatment. On the whole it seems to me best not to worry about whether material available for publication is theoretical or "practical," long or short, formal or informal, but rather to select from what may be available and to encourage the preparation of material that enlarges, clarifies, or disseminates professional knowledge and its applications in the archival field.

Now I have three very minor practical suggestions to offer:

(1) I was glad to note that you have abandoned the practice of printing "The American Archivist" in large capitals. I think it would be more in accordance with standard editorial practice, however, if you would print the article at the beginning of the title in lower case, the initial letters of the words

- "American" and "Archivist" in large capitals, and the other letters of those words in small capitals.
 - (2) I suggest that you abandon the practice of printing all the names of officers, etc. on the inside cover with full middle names, regardless of whether or not the people concerned are known by or use those names. Personally I should prefer to see my name printed as I sign it. The present practice appears to me to be absurdly pedantic.
- (3) I suggest that you experiment with a device that I used successfully in connection with Minnesota History and the Western Pennsylvania Historical Magazine with reference to the problem of separates. It consists of juggling the galley proof so that all major articles begin on right-hand pages. The left-hand pages, if they would otherwise be left vacant, can be used for fillers, Then 25 or 50 copies unstapled and without covers can be purchased from the printer and these can be quickly cut up and stapled to make excerpts or separates of the major articles, most of which could be supplied to the authors and a few retained for editorial use. The name of the magazine, volume and number, month and year could be stamped on the top of the first page of each separate. A bright office boy or girl could be trained to do the work in a few hours each quarter.

In conclusion let me repeat that these suggestions are quite unofficial. I want also to say that I shall not be in the least aggrieved if you ignore any or all of them. I know you will do a good job with the magazine. This is not for publication, of course; I don't want to get into any controversies.

Sincerely yours,

Solm J. Buck

Solon J. Buck

Character Sont

August 2, 1946

Dr. Solon J. Buck Archivist of the United States The National Archives Washington, D. C.

Dear Dr. Buck:

It was very kind of you to take the time to sit down and give me the very practical suggestions about THE AMERICAN ARCHIVIST. I am anxious to give the members of the Society the kind of magazine which would be most useful to them and welcome any and all suggestions for improving it.

I never did like the practice of printing the full names of officers, etc. on the inside cover, but the Council some years ago voted that that was what they wanted done. I believe I will follow your suggestion and use the names as we all sign them.

Someone else has suggested the possibility of cutting up copies of THE AMERICAN ARCHIVIST instead of having reprints made. Until I get more filler material this seems not practicable, because I do not seem to be able to juggle the major articles to begin on right-hand pages. This time I had reprints made; for the October issue I think I will have a reprint made of only the one sheet which would have parts of two articles on it where I could not start on a right-hand page, then cut up extra copies.

I was particularly interested in your comment on my editorial about policy. We really do need two types of magazines. In the October issue I am publishing Carl Lokke's very fine but long article on the Confederate records. This article will probably not interest archivists from some of our smaller institutions who will want answers to certain very practical problems about how to satisfy the demands of genealogists without neglecting their other record work. As I said in the editorial, we need both types of articles. I suspect our readers will become tired of articles on our war experiences with records, yet those very experiences have contributed greatly to the history of American archival theory and should be recorded in our journal. My problem is to strike a balance between the two types of articles.

Everyone is very cooperative, and I hope with the aid of all

Dr. Buck 8-2-46.

my friends in the Society of American Archivists I can eventually develop a satisfactory editorial policy.

Sincerely.

Miltor.

mon : lk

November 16, 1946

Dr. Solon J. Buck Archivist of the United States The National Archives Washing on, D.C.

Dear Dr. Buck:

Thank you for the copy of your presidential address. I haven't received some of the other things I shall have to have for the January issue, so your arrived in time. I do not believe I had a chance to tell you what a superb job you did in this article. I am very proud that you are allowing us to print it in The American Archivist. I suppose you will be wanting some extra reprints (beyond the 15 separates furnished you). If so, I have to notify the printer at the time I return page proof, for he kills the forms immediately. In accordance with your request I am having a set of galley proof sent to you for author's corrections.

It was nice to see the National Archives staff again. I hope war-time restrictions on their travel have been lifted again so they can be at more of the meetings. I also enjoyed the brief visit with "Gran pa" and "Grandma". One of the penalties of being host to a convention is that you don't have time to see any of your friends. And I think se all missed the customary "bull sessions" because of there being no head-quarters hotel. The local committee did marcellous work in keeping everyone comfortable despite the hotel strike, and as most, if not all must have been your assistants, I am sure you must be very proud of them.

A letter from Lester Cappon received this morning says that you want to know what I think about the manual on local records submitted by Mr. Burt's committee and also what I think about your appointing a new committee. You till recall that the Council directed me to submit the manual to the editorial board, which I did by requesting Mr. Burt to send copies to each member of the board and by writing each to ask his opinion. So far, I have not heard from any members of the board. What I say here is therefore my own reaction.

I think a good start towards the manual has been made, but that a great deal of work remains to be done before we should publish it, since it reflects too much the expereince of the chairman only, which is of course, no reflection on him since he undoubtedly, as is the case with most chairmen, has had to do most if not all of the work. The present form is chiefly a beiefing of already published material on various phases of local record work. It omits a number of to ics, such, for instance,

as how to reconstitute destroyed records from a legal point of view that is - a court house is destroyed; how will land title records, for instance, be rebuilt for the county: precedure as well as approved practice with respect to destruction of records: the chapter on filing is entirely inade mate, etc. For instance, the chapter on destruction of cords consists of excepts from a four or five year old article of mine on reduction of records chiefly from the point of view of state records, which has an entirely different point of view from that of county archives. The first chapter starts with some court definitions of the term records, which, I suppose, it might be helpful to include somewhat later in the book, but which would hardly lead anyone to read further. In other words, the manual in its present form does not start out with the premise that you, as a county official, must take care of some very valuable records, and we hope this little manual may be suggestive to you. It wholly lacks the philosophical approach. which to my mind is much more important than to give a set of rules, as he does, for indexing land records, which rules, by the way, would be contrary to certain Illinois laws which specify just unit items shall be included in those indexes. If I were writing such a manual, I would for each chapter state the problem and follow it by suggestions rathe: than rules, for accomplishing certain objectives. I would try to eliminate professional archivel and legal jargon as far as possible, and, without its being too obvious, write on the intellectual level of the average county official who, though he is probably a chreed and bright fellow, i definitely not Hasvard Ph.D.

My advice would be to organize a new constitute on local archives and instruct that committee to carry on where the present committee has left off. Probably gost of the material in the manual as submitted will still be used, but it should be reworked, and I believe only a fresh committee would be likely to do it. For that committee I would suggest Miss Kelly of Alabama as chairman. not know whether you know her background. The vas the first woman in Alabama to pass the bar examination, and she comes from a family of lawyers - one of her brothers is, I believe, chief justice of the Alabama Supreme Court. She brings to her job as field visitor for archives in Alabama a long legal experience which has familiarized her with the record proble is of county officials. She probably will say she does not know enough to head the committee, but her shrewd comments at the last and the 1945 convention makes me think she has perhaps the best aind among the women (if not men) in the Society, and I think she would bring a fresh coint of view to this particular task.

Probably it would be best to ask ar. Surt to stay on the committee. By making the a pointment soon, you can avoid hurting his feelings by sysing that the Editorial Board has not reported a recommendation about the manual, but that since the budget door not provide a fund for publishing the manual this year, it has been suggested that a new committee might well be working on the manual until funds become available for publishing it.

Sincerely,

Miss Helen Chatfield, Treasurer Society of American Archivists Alban Towers 3700 Massachusetts Ave. Washington 16. D.C.

Dear Miss Chatfield:

You will be shocked, I am sure, to hear that the George Banta Publishing Company have suddenly announced that they are dropping their small periodicals, including our own, because they are unprofitable. They will get out the July number but we must find someone else for the October issue. I immediately entered into negotiations with the Torch Press of Cedar Rapids, Iowa. who publish the Wississippi Valley Historical Review and other good magazines. To my gratification I heard from them today that they are willing to take our account, provided we can agree about terms. They want to know how we were billed by Banta and have asked for a copy of a recent bill as the basis for estimating. We cannot hope, of course, to get cheaper, work, and we shall probably have to pay considerably more. Dr. Overman is working hard on advertisements, but we cannot hope to do much there these year.

Lester Cappon thought I cught to warn you what is in the wind so you can count on another big dent in the budget beginning the first of July. Of course I will sign no contracts without taking the matter up with the Council, but I just want you to know what we are now up against.

I have been too busy lately to note whether or not your summer school has started as yet, but good luck to you when it does get going.

Sincerely.

EDGEWATER BEACH HOTEL

5300 BLOCK SHERIDAN ROAD

CHICAGO 40, ILLINOIS

PHONE LONGBEACH 6000

CABLE ADDRESS EDGEBEACH

October 11,-1946.

Dear Miss norton:

For a number of reasons I have abandoned the idea of stopping off at Springfield on my way home from Chicago on this trip, but haven't given up the wish to

know by this time. The plans to delay writing his article for the amorican archiros until after the meeting, as he thinks he may want to take assoutage of any fresh ideas that may Come out of the discussion. With all good worker,

Successely ,

Helen L. Chatfield

visit you. However, the time should be more propetions than the present, from both our points of view. We are all looking forhard to pearing you we Washington at the annual meeting of the Society. Dr. morstein hary is on the program, as you no doubt

Miss Helen L. Chatfield, Treasurer Society of American Archivists 3700 Massachusetts Avenue, N. 4. Washington 16. D.C.

Dear Miss Chatfield:

It was good to see you again, albeit altogether too briefly.

The object of this letter is to request you to send \$15.00 each to Karl Trever, Richard Wood and Carl Lorke for their expenses in connection with the American Archivist; also \$10.00 to Gust Skordas for same. Just how much each will need during the year for postage and othe: epxenses I do not know. They will doubtless let me know when their money is running out. This expenditure was approved by the Editorial Board before whom the question of people having to advance money from their own pockets was discussed. It seemed to us that this would be the simplest way to handle this. Ye editor would also like a check for \$25.00. Since all our mail now goes through the Secretary of State's cancelling machine, I am unable to use State Library money for postage. I spoke to Lester about this, and he said to speak to you. I am supplying these editorial assistances with stationery from my American Archivist stock.

Please keep after Mr. Marx for get copy to me for his paper. I consider this by all odds the outstanding paper read before the convention. It certainly deals with a subject which is ignored by too many state archivists. I hope we can also publish some of the discussion papers, especially Miss Odell's.

Since my return home I have taken a brief vacation from my editorial duties, so have quite a pile of letters ahead, hence my confining myself strictly to business here. Remember that we are hoping you will use your rain check on the visit soon.

Sincerely,

EDITOR

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, 25, D. C.

November 25, 1946

Miss Margaret C. Norton Editor, The American Archivist Archives Department Illinois State Library Springfield, Illinois

Dear Miss Norton:

Mr. Marx has completed his paper for <u>The American Archivist</u>, and it is now being typed. He will get it off to you so that it will reach you before Thanksgiving, the deadline you set for him. He has let me read it, and I am sure you will not be disappointed in it. I think it will prove to be one of the milestones in the development of record administration as a profession.

Mr. Marx will also send along Henry Edmunds' paper, as you expressed an interest in it.

The \$25.00 check you requested is enclosed also. This is in the nature of an advance of funds, and should be accounted for as it is spent. We have not advanced money before, but it is a procedure that will save time and paper work, and I am proposing a system to the Finance Committee for its approval.

Please be assured that I shall take the first opportunity to use that rain check to visit you, which I hope will not be in the too far distant future.

Over the weekend I visited Miss Brinton in Philadelphia—and the American Friends Service Committee. They are all most enthusiastic about their record-keeping. Miss Brinton expressed her interest in and admiration for you and the work you are doing in Illinois.

With kindest regards, I am,

Cordially yours,

Helen L. Chatfield
Helen L. Chatfield

Enclosure

December 9, 1946

Miss Helen L. Chatfield 3700 Massachusetts Avenue, N.W. Washington 16, D.C.

Dear Miss Chatfield:

Thank you for the check for \$5.00 for the expenditures of which I will account to you in time to include in your annual report. The request for these checks came originally from some of my sub editors who objected to having to spend so much of their own money on postage or else to wait so long for reimbursement. Since our mail here goes throughtthe state mailing machine, I cannot use state postage for Archivist mail, and have found my postage expenses rather heavy as I write about fifty letters a month plus forwarding mail which should have been addressed to a sub editor, etc.

Mr. Marx has sent me his splendid paper, also that of Mr. Edmunds, though the latter has asked for his back for further amendment.

Sincerely,

EDITOR

Comment to the state of 1105 South Second Street

Springfield, Illinois February 25, 1946

Dr. Christopher Crittenden, Director North Carolina State Department of Archives & History Raleigh, North Carolina

Dear Doctor Crittenden:

About a year ago you sent us a questionnaire in regard to our policy and practice in supplying the public with certified copies of records. Last December you sent us a statement of your procedure for handling requests for genealogical information and asked for comments. Both of these questions are matters of interest to every archivist. One of the features I wish to develop in the American Archivist is information on just such points of technique. I would greatly appreciate it if you will summarize and philosophize on the replies you received to these two questionnaires. I would not think either would take more than a couple of pages each, but you may have enough space to treat the subjects adequately.

I am very anxious to find a technical editor, who will do for points on technique what Mr. Trever and Mr. Wood do for News Hotes and Book Reviews, respectively. Can you suggest a "live wire" who would be good for doing this sort of thing?

Sincerely.

Editor-Elect THE AMERICAN ARCHIVIST

monilk

North Carolina

State Department of Archives and History

J. ALLAN DUNN, SALISBURY
MRS. GEORGE MENEILL, FAYETTEVILLE
CLARENCE W. GRIFFIN, FOREST CITY
R. D. W. CONNOR, CHAPEL HILL
W. T. LAPRADE, DURNAM
GETTRUDE S. CARRAWAY, NEW BERN
MRS. P. F. PATTON, HENDERSONVILLE

RALEIGH

R. D. W. CONNOR, CHAIRMAN CHRISTOPHER CRITTENDEN, SECRETARY

March 18, 1946

Miss Margaret C. Norton, Editor-Elect THE AMERICAN ARCHIVIST 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

I regret that an attack of influenza has delayed me in replying to your letter of February 25. I appreciate your suggesting that I write up for THE AMERICAN ARCHIVIST something about methods of handling requests for genealogical information and I will try to do so at some time in the future.

I'm afraid I don't have any definite suggestions regarding a technical editor. I might pass on to you, however, for whatever it may be worth, the suggestion that has been made by some of the people in state archival departments, private manuscript collections, and the like, to the effect that it might be best if such an editor were not a member of the staff of The National Archives. There is some sentiment, which I am sure you have heard expressed, that the part played in our Society by The National Archives is already too large.

Yours sincerely,

Càra Gar

Christopher Crittenden Director

North Carolina

State Department of Archives and History

J. ALLAN DUNN, SALISBURY
MRS. GEORGE MENEILL, FAYETTEVILLE
CLARENCE W. SRIPFIN, POREST CITY
R. D. W. CONNOR, CHAPEL HILL
W. T. LAPRADE, DUNHAM
GERTRUDE S. CARRAWAY, NEW BERN
MRS. P. P. PATTON, MENDESSONVILLE

RALEIGH

R. D. W. CONNOR, CHAIRMAN CHRISTOPHER CRITTENDEN, DIRECTOR

May 8, 1946

Miss Margaret C. Norton, Editor-Elect THE AMERICAN ARCHIVIST 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of May 1. I'm sorry to have troubled you with the request for back numbers of THE AMERICAN ARCHIVIST, for I should have realized that the secretary handles such matters.

Due to certain personnel problems and to other matters which I need not bother you with, I probably will not have time to prepare by August 1 the article on archival agencies and genealogical research. I will bear it in mind, however, and I hope to get it done after awhile.

Yours sincerely,

Christopher Crittenden

Director

1105 South Second Street Springfield, Illinois May 17, 1946

11-30 BARR 185

Dr. Christopher Crittenden, Director North Carolina Department of Archives and History Raleigh, North Carolina

Dear Doctor Crittenden:

We shall be glad to get your article on archival agencies and genealogical research when you are able to find the time to do it. We are sorry that you are having personnel and other problems. One reason why I accepted the editorship was to forget some of my own problems along the same lines.

I am looking to you for suggestions from time to time as to subjects which you would like to see treated in The American Archivist. In analyzing the editorial policy of The American Archivist I find that we have been having a journal comparable to Library Quarterly which is a scholarly review. Many of our readers, particularly those from smaller institutions seem to want a more popular journal akin to Library Journal. Whether I can combine the two successfully or whether I shall simply be spoiling a good review journal remains to be seen. So far we have been much more successful in getting scholarly articles than the popular articles for which there is unquestionably a need.

I hope your problems will resolve themselves soon so that you can be one of our frequent contributors.

Sincerely.

Editor
THE AMERICAN ARCHIVIST

mcn:1k

North Carolina

State Department of Archives and History

J. ALLAN DUNN, SALISBURY
MRS. GEORGE MONEILL, FAYETTEVILLE
CLARENCE W. GRIPFIN, FOREST CITY
R. D. W. CONNOR, CHAPFEL HILL
W. T. LAPRADE, BURNAM
GENTRUDE S. CARRAWAY, NEW BERN
MRS. P. P. PATTON. HUNGEROUNULE

RALEIGH, N. C.

R. D. W. CONNOR, CHAIRMAN CHRISTOPHER CRITTENDEN, DIRECTOR

July 17, 1946

Miss Margaret C. Norton, Editor THE AMERICAN ARCHIVIST Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

The first number of THE AMERICAN ARCHIVIST issued under your editorship has just reached me, and I want to congratulate you upon its attractive appearance even before I have had opportunity to read its contents. As you will recall, I was chairman of the committee which invited you to serve in this capacity, and, now that I have seen your first number, I am more delighted than ever that we could persuade you to accept.

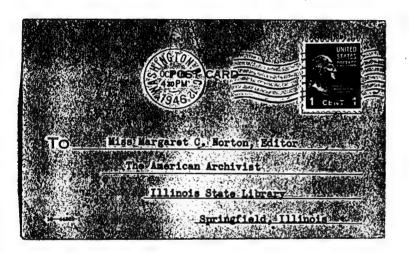
Good luck and best wishes.

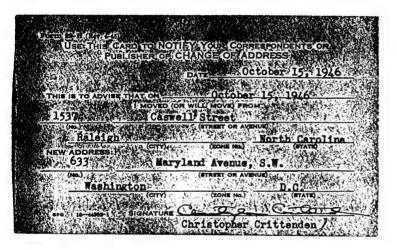
Yours sincerely,

Christopher Crittenden

Director

american are west July 22, 1946 Dr. Christopher Crittenden. Director State Dept. of Archives & History Raleigh, North Carolina Dear Dr. Crittenden: Thank you for your kind words about The American Archivist. As we were changing the format, I kept the number of pages down to the minimum for the first number, because I wanted to avoid cost of printer's changing in connection with the changeover. I am still not getting just the articles I want from State archivists but have had a very generous response to requests sent to others. I am hoping that through our Technical Committee we can get the State archivists more interested in an exchange of views on their problems. At any rate, I am thoroughly enjoying the work, which is not taking as much time as I had anticipated. It gives me an excuse to write letters to keep in closer contact with my many friends in the Society, and that of course is all to the good. A letter last week from Mr. Eddy told me that you have been fortunate enough to get him as your archivist. I hope now that at least one of your personnel problems is resolving itself. I am still without an assistant archivist although a Civil Service examination was held in April and presumably at least two persons passed. Sincerely. Editor men:lk





1105 South Second St. Springfield, Illinois October 19, 1946

Dr. Christopher Crittenden 633 Maryland Avenue, S.W. Washington, D.C.

Dear Dr. Crittenden:

Your post-card announcing your change of address has me all agog for I had no inkling that you were even dreaming of a move. I was urious when I heard that Mr. Eddy had gone to North Carolina as archivist, but thought it merely meant that somehow you had convinced the powers that be that one man could not possibly do all the things you have been doing the past few years. I thought anyone who could get around the HRS restrictions to get all the North Carolina inventories published in sensible style could do anything!

Next week I suppose my curiosity will be satisfied. At any rate, my best wishes to you in whatever new undertaking you have engaged upon.

Sincerely,

1105 South Second St. Springfield, Illinois. October 19, 1946

Mr. Henry Howard Eddy North Carolina Separtment of Archives and History Raleigh, North Carolina.

Dear Mr. Eddy:

Many thank: for the copy of pour excellent article "The Proposed New York State Records Office." More and more as I read it, I regretted that things did not work out for you to see the project through. My saying that is no disparagement of Mr. Flick. Of course you knew you were building for someone elge, but the conscientaus way in which you worked it out deserved a better fate." It seems to me that your conclusions as to what and how to handle the situation are sound.

Just as I was reading your article I received a postcard announcing the change of Chris Crittenden to Washington. To putit mildly, I was astounded, for I had no inkling he was leaving North Carolina. Of course I had been wondering envicusly where he had got the money to take you on his staff. I suppose (and sincerely hope) that you are there as his successor.

I'll be seeing you in Washington next week, I hope.

Sincerely,

The Reverend John Tracy Eliis Catholic University of America Washington, P.C.

Dear Father Ells:

Thank you very much for the copy of your Guide to the Baltimore Cathedral Archives, which serves not only as a servenir of a delightful ban uet table, but also ands to my obligation of archival materials. This sork must have represented many hours of hard and probably dirty work. You are to be congratulated upon what i consider a fine fine piece ofinwentorying - logical arrangement, sufficient information, yet concise. I am not just saying that to be agreeable. I often have occasion to show an example of shat I consider a good inventory, and I intend to use yours as a sample. I was also interested in the contents, bacause a very good Catholic friend of mine insists that the Reltimore Cathedral archives also contain archives of my own (Episcopal) church, and I could not see how that could possibly be. I guess she has confused the word episcopate with episcopal. At any rate. I don't see anything in your list that belongs on my side of the fence!

Sincerely.

OFFICERS

G. B. DEALEY
President

TOM L. McCullough
Vice-President

DALLAS HISTORICAL SOCIETY

E. DEGOLYER Vice-President

ROBERT OGDEN Counsel SAM H. ACHESON Secretary

D. W. FORBIS
Treasurer

HERBERT GAMBRELL Director

VIRGINIA LEDDY Archivist DALLAS 1

April 9, 1946

Miss Margaret C. Norton Editor, The American Archivist Illinois State Library

Dear Miss Norton:

Springfield, Illinois

I inclose some pamphlets which have recently come to my attention dealing with techniques for identifying alterations and forgeries in documents.

This subject is one which has a good deal of innate dramatic interest, as well as technical interest to manuscript custodians. It occurred to me that you might be interested in using an article on this subject in the American Archivist. I am not personally acquainted with the author, but might make some inquiries as to his doing an article, if you would be interested in it, or you might write him direct at the address shown on the pamphlets.

Please return the pamphlets for my file.

Sincerely,

vg/rf

GEORGE WAYERLEY BRIGGS
Chairman
Executive Committee
SAM H. ACHESON
MURREL L. BUCKNER
EDWARD H. CASY
E. DEGULYER
JULIUS DORSEY
MYRON EVENTS
HENRY EXALL
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HARRY L. SEAY
M. B. SILANDON
NES. W. B. SENCE

TRUSTEES

Hall of State Dallas 1, Texas April 13, 1946

To the Members of the Committee:

Draft of the questionnaire discussed in my letter to which the inclosed comments of Miss Norton refer, has been sent to Miss Josephson. I suggest that it be circulated in round-robin in the order in which the members of the Committee are listed at the beginning of my letter of April 12, i. e. Miss Josephson, to Mr. Price, to Mr. Root, to Dr. Stevens, who will please return it to me.

In addition to the fact that this particular copy has been answered in considerable interesting detail by Miss Morton, and will therefore be a better indication of the possibility of the questionnaire, I do not have sufficient blank copies in my file to furnish one to each of the members of the Committee, and hate to delay until extra copies may be prepared.

Sincerely,

Da. Gambrell

Miss No ton - thought you might be interested in this. No need to acknowledge to me - Some of the members may write you however, or directed Dallas I. Texas a cepy of some suggestions April 12, 1946

Miss Bertha E. Josephson
781 E. Broad Street

721 E. Broad Street

Columbus, Chio

Mr. Marcus W. Price National Archives Washington, D. C.

Mr. F. M. Root Westinghouse Electric & Manufacturing Company Pittsburg, Pa.

Dr. S. K. Stevens Pennsylvania Historical Commission Harrisburg, Pennsylvania

Members of the Committee on Filing Equipment:

The secretary of the Society of American Archivists has notified me of your acceptance of appointment to the Committee, and I wish to express to each of you my very warm pleasure in being associated with you in this work.

With so excellent a committee, I am sure we shall be able to get over more ground in the coming year than I have done in the past years of a somewhat delinquent chairmanship.

This resume of the Committee's activities in prior years may be of interest: The general objectives established for the Committee at the time of its original creation:

- a. To survey filing equipment commercially available in the United States.
- b. To study the physical filing methods employed by American Archivists, and the problems of convenient preservation of materials.
- c. To correlate the two studies and compile data which will be of service to the members of the Society.

In the latter part of 1941 I compiled a list of the major companies who produce equipment conceivably of interest to archivists. It seemed best to concentrate on well-established substantial concerns, am therefore the financial rating of the various companies was checked before beginning the survey. In general companies with financial rating of less than \$50,000 were climinated, although a few with \$25,000 were

included experimentally.

Except for elimination based on financial rating the sole principle of selection was whether the company might produce equipment of use to archivists; and in case of doubt the company was included. I am inclosing a list of the companies selected, grouped according to financial rating, as of 1941. I also attach copy of the letter which was sent them. A number of responses were received, and the catalogues and material furnished are on file mere at the Hall of State. Moretime restrictions on production discouraged pursuing this phase of our objectives and hothing further has been done on Depositive-A. Those starred on the attached list responded to the letter.

At the last annual meeting of our Society one session was devoted to filling equipment, and comments from various members demonstrated that there are some new types of equipment now commercially available which were not being made at that time. If some member of the Committee is interested in this phase of our work, it seems to me it would be a most helpful service for the Society to collect anew on this subject. If we could issue, in simple mimeograph form, a "location list" on equipment, a supply might be furnished the secretary to mail to members who sent in inquiries as to which companies manufactured the perticular type of equipment he wanted. It would be my thought that if this were undertaken, some one should study the ostalogues now in the hands of our Committee, and suggest to the Committee what additional materials should be collected. From this supplemented, catalogued group, the mime ograph listing might be conveniently organized by headings reflecting types of equipment, under which were listed the companies, with addresses, from which the particular items could be obtained. Since the price lists appear to fluctuate very slightly, it might be convenient to list approximate prices and any specific notations of particular features of certain forms of equipment.

These are more of less random thoughts and I would welcome the suggestions of the members of the Committee. Most particularly would I welcome the information that one of you feels an interest in this investigation and will undertake it as his part of the Committee's work.

On the question of learning what equipment is used by archivists, it was decided that the State Archivists offered a convenient field for the initiation of the study. A couple of years ago I prepared a questionnaire for issuance to the State Archivists. Because I felt that the conditions of the original housing of the material are tremendously important to a consideration of what happens to the material after it reaches an official depository, I drew the questionnaire so as to bring out the case history of the material. The final questionnaire was rather long. I hoped that State Archivists might indulge/with an answer, since the questions had been designed so that in the main they might be answered by check marks or yes or no, but there was some feeling that so lengthy a questionnaire might not elicit a satisfactory number of responses. As a test of the questionnaire, I sent it to Hiss Margaret Norton and she filled

out the draft. I shall send her filled-in questionnaire to the members of the Committee, not only because her answers are so interesting but because they show needs for changes and additions to the original draft. I am also inclosing a digest of suggestions made by Miss Norton in the course of considerable correspondence I had with her. Although she has never been a member of the Committee, I have always felt that she had given the subject the most careful thought of anyone in the United States. The questionnaire could be greatly improved by revising it to include suggestions she has made.

She, too, thought the questionnaire rather long and we considered choosing it up and issuing it piecemeal to State Archivists. The matter has hung on dead-center for some time because of indecision as to how the questionnaire might be split into sections to be issued serially. I should appreciate the suggestions of the members of the Committee on the matter, and hope that some one will volunteer to take the general responsibility for composing the final draft. Then our final araft is composed, I will be glad to attend to the mimeographing and issuing it to the State Archivists through my office. (Tast year I compiled a list of the names and addresses of State Archivists, and Dr. Lester J. Cappon was good enough to revise and bring it up to date for me).

After our Committee completes its study of filing equipment of State Archives. I think that there should be undertaken a study of a manuscript depositories, and another study of equipment used for business archives. But I do not think that we will be able to encompass those within this year's work. It seems to me we would make a greater contribution by investigating a section of the equipment field rather thoroughly instead of covering a wide territory less diligently.

... The matter of what type of filing equipment is cost to select is a somewhat controversial subject. It has always been my feeling that it was not the function of this committee to make specific recommendations, but rather to investigate purely objective issues of what was available, what was used, and what the users considered to be the disadventages of the equipment they used. One of the chief impediments to an objective study of filing equipment problems, is that institutions which are expensively committed to one type of equipment tend to entertain the prejudice that their solution is the only wise and expedient one. I hope that we may manage to avoid involving the work of the Committee in controversies arising from the familiar psychology which made Buick's old slogan "ask the man who owns one" so shrewd (since any human being who has mode a decision tends to insist that it is a good decision). For some years I have felt that equipment really suitable to archives and manuscripts has yet to be designed and manufactured. If our Committee, as a fact-finding committee can determine the problems and deficiences of existing equipment, and make a body of information which is purely objective, available to the members of the Society. I think we shall have afforded the factual basis from which sound creative progress can be made and that we will be able to feel proud of a good service to our profession.

Committee on Filing-4-

I look forward to hearing from the members of the Committee, their suggestions for our work and most particularly do I hope that some of the members will offer to undertake the individual projects discussed above. I look forward confidently and with pleasure to the Committee's progress during the coming year.

Sincerely,

G. _ Gambrell

Inc.

The contract of the contract

1105 South Second Street Springfield, Illinois April 17, 1946

ather market

Mrs. Virginia Gambrell
Dallas Historical Society
Hall of State
Dallas 1, Texas

Dear Mrs. Gambrell:

Enclosed are copies of Mr. Lacy's three papers. Thank you very much for calling them to my attention. I am writing him to ask him if we could reproduce two of them for the American Archivist. If he will furnish us with the cuts, we can do them as an illustrated article, and I think this would be very interesting. I very much appreciate your calling my attention to these and will appreciate any other suggestions you can make.

Since writing you the last time I have received a letter from Morris Radoff saying that Gust Skordas will be able to act as Technical Editor for the subjects of shelving, boxing, filing, etc.; that is, for physical equipment, but that he would not be able to undertake the entire job. I have been thinking that it might be desirable to have a separate man on the photographic end, anyhow. I wonder if he might not be a good person on your Committee on Equipment.

I have read your report to your Equipment Committee with a great deal of interest. I am anxious to have you work out something along these lines. I think it would be desirable, and perhaps helpful to your committee, if you were to publish in the American Archivist a brief statement as to some of the things which must be taken into consideration by your committee. It seems to me that the question-naire which I filled in last year might well form the basis for this statement; in other words, perhaps merely adding a few explanatory words to the different topics in that. I am particularly interested in having your committee go through with the work you have undertaken, and I hope that the fact that you are so busy will not keep you from proceeding. I do think that you would make a splendid technical editor, but if that could only be at the cost of your leaving this other work undone, I am inclined to believe that your committee is doing something very important which probably nobody else would carry on if you were to resign. I am sure Mr. Skordas and you can be mutually helpful.

You will find Bertha Josephson a very dependable person, and I am glad she was put on your committee. You know how she undertook the Chairmanship of our Program Committee last fall at literally the lith hour and what a splendid job she did with it. I read in the Mississippi Valley Historical Review that she has taken a leave of absence until the first of July. I do not know the explanation for

Sharagan Sharagan V. Gambrell, Texas 4-17-46.

this except that last year her brother had a stroke and she had to take a leave of absence to go to Florida with him for several months. Her mother also is very old and in frail health. If you do not hear from her, therefore, do not consider that she is indifferent.

I have just noticed an advertisement of a new file called Rock-A-File. This is manufactured by Rockwell-Barnes Company. 35 East Wacker Drive, Chicago 1, Illinois. The picture looks somewhat like the old Globe-Wernicke sectional bookcases. The description says, "Rock-a-File steel filing cabinets with the new side-filing principle of rocking compartments make filing fun. Ho more pulling and tugging of heavy drawers -- with Rock-a-File you simply rock the compartment open and its entire contents are immediately accessible. All compartments can be open at the same time -- two or more persons can use the Rock-a-File simultaneously. And Rock-a-File requires up to 40% less floor space than conventional drawer-type files. Rock-a-Files are available in two, three and four-compartment letter size -- two and threecompartment legal size. " This rather looks as if the papers were held tightly between compressors and attached to the front of the drawer and that the whole drawer swings out. I am dubious about that feature, but it does seem to have the advantage of being a shallow drawer which means that this file might be used in places too narrow for the Conventional filing cabinets. I have sent for literature but have not received it as yet.

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

men:lk

Dr. R. D. W. Connor The University of North Carolina Chapel Hill, H. Y. North Carolina

Dear Dr. Connor:

Miss Norton, in a letter expressing flat disapproval of my institutional vote suggestion, expressed the hope that I have not offended you, in which I more earnestly share.

What I have been endeavoring to avoid (ad hominem against Dr. Buck) would possibly be less harmful than the unintended implications of circumlogution; although I know that both you and Miss Norton are fond of him, and that it is extremely tiresome to listen to people who find someone you like a problem.

But I should hate to have you think I am gratuitously chunking bricks at an old friend, and should like to say that I did not mean to imply, and have never felt, any criticism of the influence of the National Archives on policies of the Society while you were Archivist of the United States. The criticism which I do very strongly and genuinely feel now is shared by other members of the Society.

It seems to me that it is unfortunate the constitutional machinery of the Society does not provide it any protection against the possibility of

its present circumstances. I am not insistent on the adoption of any particular means I have suggested as the method of improving the Society's situation; but I do feel very sincerely that some means needs to be worked out.

Resistance and antagonism to the National Archives which are developing cannot be helpful to the National Archives, and it would possibly have as much to gain as the Society through the establishment of barriers which would prevent its becoming the bete noir of the institutions over the country with which it is associated in the work of the Society, and whose appraisals will inevitably affect its own prestige.

If you have any thoughts on the matter, I should be grateful to receive them; most especially would I be grateful to hear that, what ever woes I have in trying to save the country and the Society, a at least I haven't got the major woe of having made you mad.

With affectionate regard.

Sincerely,

C. - Cambrell

VL:fgk

co: to Miss Margaret Norton -

THE SOCIETY OF AMERICAN ARCHIVISTS

SPECIAL COMMITTEE ON FILING EQUIPMENT
THE HALL OF STATE
DALLAS, TEXAS

July 25, 1946

Miss Margaret C. Norton Editor, The American Archivist Illinois State Library Springfield, Ill.

Dear Miss Norton:

The July issue of The American Archivist is splendid. I am really excited over the prospect of the constructive contribution your editorial policies will make to the profession. For years I have felt that the most useful material in the field was being published in Illinois Libraries. Better than anyone I have ever known, you have the ability to discern what information is needed and how it may be secured. I am persuaded that the Society will, under your guidance, ultimately attain a real professional status -- which will be a circumstance much better than the cultivation of the myth that it sprang full-professioned from the head of Jove.

"The Archivist's Book Shelf" is an especially helpful feature. (I ordered all the books on maps listed in the July issue). I could go on at very great length on various aspects of how pleased and delighted and grateful I am, as a member of the Society, at your editorial policy, but can perhaps express it all by saying that I think the new American Archivist really worthy of you.

Sincerely,

0: - Camball

VL:fgk

Chamber

August 2, 1946

Mrs. Virginia Gambrell
Special Committee on Filing Equipment
The Society of American Archivists
The Hall of State
Dallas, Texas

Dear Mrs. Gambrell:

Thank you very much for your kind comments on the July issue of THE AMERICAN ARCHIVIST. My success or failure as Editor of that periodical will be due entirely to the cooperation of our members.

The feature article for the October issue will be Mr. Lacy's papers for which he has kindly loaned us the cuts. I have the promise of a series of articles on practical aspects of bookbinding for archivists and manuscript curators. I hope your Committee will produce something to publish soon.

In the October issue I am handling the Questions and Answers a little bit differently. A question was sent in about a student who proposed to copy several volumes of a newspaper issue of which the only copy was in a certain state archives. The question was how the archives department could protect its interests in the matter. This raises a number of points, such as how institutions can protect themselves against inexperienced students who attempt to use hitherto unexploited historical materials in institutions and only manage to spoil them for future use by really trained historians. It raises the question about how far the archivist can go in refusing to permit private individuals to exploit for their own purposes copies made of public records. Instead of giving a reply to this question I am going to raise some of the points I would like to see discussed and invite members of the Society to send their comments to be correlated into a statement or statements for the January issue.

It occurs to me that you might like to formulate some questions on which you would like replies from all our members in connection with your Committee on Equipment. Would you care to prepare something of the sort for the January issue?

I will send you a copy of the page on reproduction of materials as a sample of what I am driving at.

Sincerely,

Mr. E. A. Thompson Thompson Bookbindery 185 Second Street Mineola, L. I., New York

Dear Mr. Thompson:

I am not quite able to visualize your container from your description of its functions. Is it a box-like object or is it a folder? The features you mention are certainly desirable for manuscript preservation.

One additional factor which you might wish to consider in working out your design is the need for compression and compactness in any type storage. Economy of space is one of the most important factors to most depositories and I do not consider transparency of the storage medium an advantage. Many depositories do not operate a museum in conjunction with their manuscript research facilities. Those that do, such as our institution, ordinarily (if they are operating a modern museum) do not display a group of documents from the same collection under normal circumstances; rather, one selects from many collections documents which together tell some particular story. The effective arrangement of these documents in display cases and panels is much like department store window dressing, and it is desirable to have the material as unhampered by containers as possible.

In good museums displays are frequently changed and ease of extraction and refiling of materials is desirable.

I cannot discuss the matter very clearly without a better idea of what you have in mind, but I am unable to visualize any container which most museum people would not consider hampering for display purposes, even though it were

transparent. The problems of display and storage are entirely different: for storage one wants containers of uniform size, for example; whereas, for display purposes, effort is made to individualize some of the documents so as to underscore points of the story which one is trying to tell.

The features of exclusion of atmospheric impurities, control of moisture content, fire and water proofing, and low cost are not features which are combined in any commercial box containers with which I am acquainted.

If you will write me more specifically as to the nature of your proposed product, I could possibly give you more pertinent information.

Sincerely,
G.- Ganhey

co: Miss Margaret C. Norton v

Dr. R. D. W. Connor University of North Carolina Chapel Hill, North Carolina

Dear Dr. Connor:

Among the reasons I assigned to never getting an answer to my letter of July 23, none was the thought that maybe I had filed it instead of mailing it. (I think I fished it out of the mail because we had a typist at that time who believed the University of North Carolina was located in New York) While it is somewhat out of date, I send it on.

Age and sad experience have mellowed me if not improved me since you last heard from me. As retiring Council member (speaking of expired terms, not disposition) of the American Association for State and Local History, I am this year ex officio chairman of their Nominating Committee. My present thought on how to run organizations is that you should elect a king and provide for succession by primogeniture.

Now about the Committee to consider amending the method of amending the constitution of the Society of American Archivists. the efficient Secretary is hounding me for a report of the Committee. Miss Norton's comment on my suggestion of institutional voting leads me to abandon the idea. I attach a list of the things I think should be changed about the present constitution. Admittedly, such proposals go beyond the assigned functions of our Committee. Would you and Miss Norton agree to a report which openly admitted that we had read the whole constitution in order to get down to our passage and had found some flaws we wished to call to attention pro bono publico? If not, would you be agreeable to a recommendation from our Committee that a Committee of broader assigned functions be elected by the Council to consider a general revision? (I would not agree to a recommendation that the President appoint a Committee, because I am convinced Dr. Buck will be reelected, and believe that if a Committee with broad functions were being appointed, he would select a Committee he could influence.)

Paraphrasing Queen Victoria, I am in a <u>fairly</u> good humor and hope this finds you in a <u>very</u> good humor, and that you will write me speedily and not just maintain the huffy silence you have been maintaining toward the inclosed unmailed letter.

With regards,

co: Miss Margaret Norton

- 1. Meetings: Determination of meeting place by ballot of the members, after canvass of the facilities of the places from which invitations have been received by a Committee elected by the Council which has reported its findings to the members.
- 2. Mominations: From the floor as well as those presented by the nominating Committee.
- 2. Amendments to be voted on hyballots sent the members along with proposed copy of the amendment. Amendments proposable from the floor at meetings (but not voted on at meetings) or by five members in writing.
- 4. Honorary members elected by the membership upon nomination by the Council.

Chapel Hill, N. C., Sept. 24, 1946.

Miss Virginia Gambrell, Dallas Aistorical Society, Dallas, Texas.

Dear Miss Gambrell:

If I had known that your office was trying to shift the University of North Carolina from Chapol Hill to New York there would have been ample justification for "the huffy silence" which you accuse me of having maintained with respect to your letter of July 23. You should have known that a slow, country village like New York would be dilatory in passing a letter on to this thriving, lively city of Chapel Hill. Shame on you. Is Texas jealous of the only state university in the south that can claim to be in the same class with the university at Austin? I didn't know that Dellas was so enamoured of Austin as to be willing to join the flotary boosters of Austin. From now on I shall keep my eye on you.

You really must pardon my unpardonable neglect of your communications. During the past two years I have been very busy trying to recover from a serious operation, eight menths of which time I have been nursing a wife flat of her back for four menths ith a broken leg, and four menths with a bad east - all of which has left me with neither the physical nor the mental energy to do much else.

You need not think that you hart my feelings by your observations on the National Archives. It is so much better now than it was when I was in charge that even I can't help recognizing what a fortunate charge has been made in it. The National Archives, particularly the Archivist, must show leadership, and the rest of us must be sheep, entre nous.

Your comments and criticisms on the present constitution are pertinent. The organisation has been under way now long enough now for certain defects in its constitution to become obvious. We should, how ver, be careful that in attempting to correct them we do not incorporate others just as bad, and I think that is likely what will happen if your committee, with you in Dallas, Miss Norton in Springfield, and me in Chapel Hill, undertake to make the revisions by mail. There should be a committee which would have opportunities to sit down around a table and discuss proposed changes. For that reason I am in hearty accord with the suggestion in your letter of September 20 that we should make a recommendation "that a Committee of broader assigned functions be elected by the Council to consider a general revision." It would be well, I think, that the secretary of the

Society should be secretary of this committee without, however, having a vote, and that any changes that may be proposed by the committee, after very thorough consideration, should be sent to all the members of the Society by a specified date that would allow ample time before the annual meeting at which they would be voted on. Furthermore, I think that the membership of this committee should be made up of persons who do not hold any office in the Society, but who are actively engaged in archival work.

You will infer from what I have said that I would not be willing for your committee to attempt to make any proposed amendments to the Society at its coming meeting.

Merely as a time-saving device, I am sending a copy of this letter to Miss Norton.

With best wishes.

Sincerely yours,

(S) R. D. W. Connor

Miss Norton.

Mrs. Virginia Gambrell Dallas Historical Society Hall of State Dallas 1. Texas.

Dear Mrs. Gambrell:

In your committee report on amending the constitution of the Society I think you should mention the various togics which the committee has discussed, it to that the committee has fulled to agree upon specific recommendations, representing as we do the experience of the National archives, a state michivise and a representataretative of the historical society elegant in the Socrety. The fact that we have not agreed upon specific recommendations indicates neither personal incapatility nor irreconcible conflict, but rather that each of us feels that the time has close for a restudy of the objectives of the Society as they are affected by a memb.rship rather broader in scope than originally expected by the founders of the Society. Pr. Buck was the chief editor and framer of the Constitution. It was his idea, which other members of the committee shared, that the Society of archivists was to be a rather narrow organization of limited scope, a relatively small group of professional national and state archivists. The American Association of State and Local Mistory was not yet organized but was under discussion. It was assumed that all state and local historical societies would turn to that group or the discussion of professional problems. That none of us fully realized was that both societies in practice tended to become browner in scope than their founders had anticipated; also, we had not fully sensed the overlapping of techniques between the two fields. The Lay it seems to be working out, the Society of American Archivists has broadened its range of memb rship to include all sorts of institutions - business, ecclesiastical, shell as governmental and to take as its subject matter all phases of record and manuscript curatorship. At the same time Its membership has tended to be purely p. ofesosonal with interest both in scholasly assects and techniques. The American Association of State and Local History, on the other hand, seems to be putting its emphasis mole upon means for gaining support for and giving practical aid to the ma ler institutions, usually not under highly trained professional administrators. To be sure, the larger state historical societies are well represented in its membershi, but I feel that it is the smaller institutions who are incleasingly turning to the Association for leadership.

After ten years we now have some idea as to what the Society of American Archivists is to be like. Instead of studing specific proposals for more or less trivial matters in relation to the constitution, our committee feels that the Constitution should be perhaps and probably not rewritten, but certainly completely restudied.

With the above statement as a background to explain why I do not think we should recommend any of the specific proposals which have come before our committee, I hereby second the recommendations "that a Committee of broader assigned functions be elected by the Council to consider a general revision." I also agree thoroughly with what Dr. Connor has to say on the subject. (Except, that I have no intention of taking sides with any controversy between the states of North Carolina and Texas - as a damnyankee I am ineligible to do that.

Mr. Lacy's article is coming out in the October issue and I think our members are going to say that that is the sort of article they want. I am still finding it difficult to get articles which will help state archivists to be better archivists - if you know what I mean. I enclose a copy of the questionnaire I am printing in the October issue. I am skeptical about getting much in the way of results from it, but we shall see. I hope you will bring your questionnaire re equipment to the meeting. I would like to see if we cannot work out a series of articles from it that we could assign to some of our members to do.

Sincerely,

OFFICERS TOM L. McCullough President

SUMMERFIELD G. ROBERTS Vice-President

E. DEGOLYER Vice-President

ROBERT OGDEN Counsel SAM H. ACHESON Secretary

D. W. FORBES Treasurer

HERBERT GAMBRELL Director

VIRGINIA LEDOY

DALLAS HISTORICAL SOCIETY

HALL OF STATE DALLAS 1

September 30, 1946

Miss Margaret C. Norton Illinois State Archives Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of September 28. I have been intending to write you for some time. For file convenience I will write you about the Filing Equipment matter in a separate letter.

My point of view about the Society of American Archivists is not what you believe it to be. There was a time when I felt that the Society did not offer enough to manuscript custodians, but I have not felt such a point of view for some time, for two reasons, first the American Association for State and Local History affords a convenient channel for elements not included in the Society of American Archivists, and second I feel that the Society of American Archivists has broadened its scope since its early days, and offers much of interest to manuscript custodians.

After some years of association with the Society, I came to the conclusion that, while there were certain notable exceptions, in general the Archival field seemed to be represented by better brains in the Society than was the manuscript field, and that the greater constructiveness in that direction stemmed simply from the fact that more active minds were at work in the Archival field. It was not so much that nothing was being offered the manuscript custodians. as it was that the manuscript custodians were not offering much.

My own interests bear as much on the State Archival field as on the manuscript custodian field, because of my interest in the Texas State Library. In association with the Society of American Archivists. I am more in the role of representative (so far as what I pay attention to and endeavor to learn) of the Texas Library and Historical Commission than I am the Dallas Historical Society. Dr. Connor has, I think, a similar state archival view, as Chairman of the North Carolina Commission.

Nor do I have any animus toward the members of the Council. Most of the people on it are old friends of mine, and with most of them I have enjoyed a pleasant service on the Council of the American Association for State and Local History, which has a considerable overlap in council personnel.

TRUSTEES

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Chairman Executive Committee SAM H. ACHESON SAM M. ACHESON
MURRELL L. BUCKNER
EDWARD H. CARY
MRS. A. V. COCKRELL
E. M. (TED) DEALEY
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HENRY EXALL
E. R. GLEBT
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M. B. SHANNON Mrs. ALEX W. SPENCE LESLIE WAGGENER

I do not think that a report which characterized the views on the Society's constitution as derivative of the three viewpoints you mention would accurately reflect the circumstances; certainly it would not in my case, and I think Dr. Connor is probably more influenced by his former association with the National Archives and his present service on the governing body of his state's archival establishment than he is by the fact that he is a member of the faculty of the University of North Carolina.

With respect to the attitude of the general membership, some of those who share my view (in some instances with more violence than I myself feel it) are not in the manuscript field or the University field, but in the true archival field.

The present Council situation is not what it must have been when you presided over its deliberations. The last meeting at Indianapolis was the ghastliest session of any Board meeting I have ever attended. Dr. Buck was so nasty to Dr. Cappon, who is certainly one of the nicest, most reasonable, constructive and non-offending persons in the world, that Cappon considered resignation following the meeting. There was no difficulty, so far as the general council was concerned, regarding the place of meeting. I moved that the Secretary consult the members as to the desirable place among invitations received, using a preferential ballot form. Dr. Kellar seconded my motion. Dr. Buck then ruled that he (Dr. Buck, whom the motion had nothing to do with so far as execution was concerned) "did not understand the motion and would not know how to procept under it and would therefore rule it out of order. The building was about to close, Dr. Buck had held us for some time like the ancient mariner, in spite of Dr. Peckham's embarrassment and real need to get away to attend to convention arrangements, and there was no way I could pursue the matter at the time without further inconveniencing Dr. Peckham, so there we were.

Subsequently I advised a member of the Council who is well acquainted with Dr. Buck that the ruling of a duly seconded motion out of order on such purely arbitrary prejudice, without putting it to a vote, put matters in shape where I thought subsequent action was needed, and would see that it got it, by personally polling the members of the Council on the motion which the presiding officer should have put. However, I did not have to do so.

For, mirabile, Dr. Buck proceded as if the motion had carried, by polling the general membership. The Council then voted by mail. In this final vote of the Council members, I voted for Quebec, although Washington led it by four places on the poll of the general membership, because I felt reasonably certain that at least four votes might well be attributed to the National Archives, and that Quebec more nearly represented the wishes of the majority of the institutions of the country. But a majority of the Council voted for Washington.

After the convention site became known, I had a letter which advised me that the selected place had a number of members very riled at the Council. I wrote my correspondent that while I had voted for Quebec, I did not think it was just to criticise the Council's action, since the members had been polled and Washington had the leading vote.

In proposing voting by institutions, I was merely trying to hit upon some device to protect the general membership from just such a pseudo-democratic decision which did not really reflect their wishes, due to the vote being weighted by the National Archives.

However, I thought the objections you raised quite valid, and I am in complete agreement with Dr. Connor's thought that pains should be taken to avoid creating a new evil in trying to remedy an old one. As a matter of fact I probably write you and Dr. Connor with a tone more violent than my actual views. Certainly I write you more freely than I should do any others, because both of you are placed in my mind not only as inside the official family, but also as representative of its chief good sense, good humor, and good judgement. I feel that I may safely pop off to either of you with any radical view with about as much danger of ill-consequence to the Society as would exist in urging arson to my Sunday school teacher. I do not feel this freedom with hot heads of my own ilk.

On current practicalities, I think that Dr. Buck's re-election for another term is a foregone conclusion, meeting at Washington, and that the Society will just have to tough it out. I do not hope for any action which will ameliorate conditions at the next meeting. It is, however, my feeling that things will stir at the Denver meeting, and I have some fear that the pent up feeling will take the form of more violent action than I should prefer to see. Final authority on anything vests in the members, and the feeling which exists is one of imposition and frustration on a cross sectional level, and not one of manuscript custodians vs. archivists. Dr. Buck simply lacks temperamentally, the objective personal balance requisite to a presiding officer, and the matters of his temperament which make him unsuited to the Presidency have made his influence objectionable even preceding his Presidency, and I fear will continue after his Presidency. I do not agree with Dr. Connor's "The Archivist has to show leadership"; I think it would be better to believe, the Archivist needs to have leadership. Real leadership is a faculty which is accorded a following beyond those one can fire or give favors to. The showing a leadership by a man who doesn't have it is the essence of what I object to.

When any bad situation goes on long enough, it creates enough opposition to correct it. I have no doubt in the world that it will be corrected, but think those interested in the long range welfare of the Society ought to meet valid objections with sound reform instead of waiting to make an address from the guillotine, come the Revolution.

Hence I would question your suggestion of mentioning the subject matter of our discussion in full form in our report. It would be my own idea that less turmoil and commotion would be created among us Radicals if this Committee made a simple report recommending election of a Committee of broader functions and that Committee honestly endeavored to learn what objections were felt and how, without creating new, worse evils, the objections might be met. In other words, if we pose any specific issues, the new Committee will probably receive hastily considered suggestions so really radical as to make mine look anemic.

Dr. Connor has indicated his approval of this recommendation. and if it meets your approval, I will draft a report as outlined and send it to the Secretary.

With regards.

Sincerely.

Ui-zi - Gambrell

cc: Dr. R. D. W. Connor

Mrs. Virginia Leddy Gambrell Dallas Historical Society Hall of History Dallas 1. Texas.

Dear Mrs. Gambrell:

If I could find out what you self-styled radicals want as an amendment to the Constitution, perhaps I would be more sympathetic. So far as I can make out, the specific grievages are, first, that the present Constitution gives more power to the Council than it should have (or else, that the Council does not refer enough business to the members); and second. that the National Archives dominates the Society. As to the first point, I would point out that there has never been more than one member of the National Archives staff on the Council at a time, which on many points gives four to one against that organization. I am torn between a feeling that the Council ought to refer more things to the members - honorary memberships in particular- and an admiration for the smooth way in which the Society functions with a small executive group to deliberate and decide routine matters. As to the National Archives, so long as over half of the membership is made up of representatives of that group, I cannot see how the preponderance of voting power could democratically be taken away from those members.

One of the matters which gravely concerned the Council during my term as President, and before, for that matter, was the fact that the American Archivist seemed to be catering to that This was emphatically denied by them. Well, I decided that as editor I would work hard to satisfy the state archives and manuscripts group. What response have I had? Gar nichts! Not one of the howlers has come across with a paper or even a suggestion for one. You did send in a splendid one which is coming out in the October issue. But some of these boys who were most enthusiastic for the change don't even bother to answer my letters and those that do are alotgether too busy to do any writing or other work for the American Archivist. But the boys at the National Archives who are on the ditorial staff are working their heads off -I wouldn't work as hard as they are doing for someone else as I don't know that the answer is - perhaps you are right in saying that the bost brains are on the archives side of the fence.

I have heard other tales about that Council meeting. I distinctly got the impression from Dr. Buck that he intended to take the 1946 meeting to Washington whether anyone else wanted it there or not. It has been decided that we go to Colorado next year, with everyone's enthusiastic assent, so far as I know.

In view of the fact that your committee does not feel sure as to what recommendations to make to correct the feeling of dissatisfaction among the members, I vote in favor of recommending that a new committee be appointed to go into the subject more thoroughly. I also suggest that we recommend that there be a full discussion from the floor at this year's business meeting, so that the committee will have something more tangible to work upon than we have had. I am sorry that Herbert Brayer won't be with us this year, for I think he is one of those feeling most strongly on the subject and I think he has one of the best minds among the state archivists, though some people heartily dislike him. Perhaps he will be back in time to make suggestions to the committee before next year's meeting.

Sincerely.

THE SOCIETY OF AMERICAN ARCHIVISTS

SPECIAL COMMITTEE ON FILING EQUIPMENT
THE HALL OF STATE
DALLAS, TEXAS

October 18, 1946

Miss Margaret C. Norton Editor, The American Archivist Illinois State Archives Springfield, Illinois

Dear Miss Norton:

I inclose our copy of a report from our Committee on the Constitution, which Dr. Cappon has advised me that he needs immediately. I have tried to include in it, in a general way, your thought about the broadened scope of the Society since its founding. If you would like to make any changes in the wording, please write Dr. Cappon your suggested changes. I hold no brief for my wording and am merely trying to get a report in to him.

Just to prove that manuscript custodians will do some work, here is a proposal of something I should like to write, if you would like to have it, for The American Archivist: A discussion of a record system for manuscript depositories.

It has seemed to me, in examining the record systems of various depositories I have visited, that the chief element of confusion and ineffectiveness of the records of manuscript depositories is failure to distinguish between administrative records and reference records.

If the idea seems to you appropriate for The American Archivist, I should like to do a series of three short articles:

- General comments on the distinctions between a depository's administrative records and its reference records, with brief enumeration of the kinds and character of each.
- 2. A more particular discussion of administrative records, appropriate to a manuscript depository, with a description of the type and format of specific records serviceable to the "business of being a depository...
- 3. Description of a new (so far as I know) method of creating reference records, upon which I am now experimenting. The system I am working upon is a very simple one. It has as its basic motivation an effort to provide an over all finding tool with maximum economy of personnel time.

Most depositories of the general type of my own, err (in my opinion) in producing over detailed finding keys (such as calendars) on a few of their more important collections and in lacking any semblance of key to their general holdings, except as one may dig the information out of administrative records which are burdened with reference details unnecessary for administrative purposes.

If you would be interested in this series, let me know and I will be giving it some thought. $\ \cdot$

I appreciate your invitation to the Committee On Filing Equipment to make use of <u>The American Archivist</u> for discussion of filing equipment problems. I inclose a letter to Dr. Cappon about the "activities" of the Committee for the past year, which I think will give you a very clear picture of the reason I do not intend to pursue this work.

It is disappointing that we are not to have a convention hotel this year. I had intended to write you and some of our other cronies suggesting that we all make reservations at the Raleigh, but have been too pressed to do it. From the circulars I have received I judge it is just as well that I didn't, since I note that the arrangers are discouraging direct handling of reservations.

I do hope I get to see you some at the meeting. In addition to the personal pleasure, I should much appreciate your advice about a matter currently affecting the Texas State Archives.

With best regards,

Sincerely yours,

Uing - a Gambrell

Incl

October 18, 1946

Dr. Lester J. Carpon, Secretary The Society of American Archivists Post Office Box 203 Williambburg, Virginia

Dear Les.

In accordance with your instructions I submit a report from the Constitutional Committee "sooner than possible".

As for the other Committee you will have to accept this as a report: $4 \operatorname{ero} \cdot$

I inclose copy of my letter to the members of my Committee, which outlined what I hoped the Committee might accomplish last year.

Since I had only one copy of the proposed "Questionnaire to State Archivists" which Miss Norton had graciously filled in for me, I sent it for round robin circulation among the members of the Committee.

The round robin circulation was to be alphabetical.

Miss Josephson received it from me, acknowledged it, and stated that she was forwarding it to Marous Frice of the National Archives. Price neither acknowledged it to her nor to me. If he ever forwarded it to Root, the next on the list, I have not been so advised.

If you compile recommendations on Committee appointments, please indicate that I am unwilling to continue to serve on this Committee. Through the years I have found it somewhat discouraging. I think the work of the Committee is important but need my time for other activities which have a better chance of a useful outcome.

The only reople who have ever shown any interest or been of any assistance in the matter are Miss Norton and you, and to you both I am most grateful.

With best regards,

Sincerely yours,

G. _ Gambrell

Incl.

cc Miss Norton

Report of the Committee on Improvement of the Provision for Amending the Constitution.

After a careful consideration of the present provision for amendment of the Constitution, your Committee reached the conclusion that little would be accomplished by redrafting one provision of the present Constitution.

The present Constitution, (except for minor amendments) was drafted in its entirety about a decade ago, and represented a careful effort to provide for the anticipated course of a very young organization. The original drafters, of necessity, had to draw upon an instinct for prophecy as to the form of operation which would be suitable to an as yet incheate society.

The broadened membership and increased functions of the Society were beyond the scope of prophetic imagination.

With a decede of experience under the present Constitution, it should now be possible for a thoughtful committee to distinguish beyond the elements of the Constitution which have proved feasible and those which have been disadvantageous.

Our Committee believes that a patch work effort to revise one phase of the Constitution, without a careful consideration of the relationship between the various passages of the Constitution, would not be helpful. The functions of your present Committee do not include consideration of the entire Constitution. We recommend that a committee of broader assigned functions be elected by the Council, and that the new committee carefully review the entire Constitution, in the light of the past ten years experience under it, and with the benefit of suggestions from the general membership as to the character of changes desired.

Respectfully submitted,

C. _ Led & Canhell

(Mrs. Herbert Cambrell)
Chairman

Members of the Committee: R.D.W.Comnor Margaret C. Horton



State of New Jersey

DEPARTMENT OF EDUCATION

STATE HOUSE ANNEX TRENTON 7

ARCHIVES AND HISTORY

October 30, 1946

Miss Margaret C. Norton, State Archivist of Illinois, Illinois Archives, Springfield, Ill.

Dear Miss Norton:

DIVISION OF THE STATE LIBRARY.

ARCHIVES AND HISTORY

It was good meeting you again in Washington. Our little conversation at last Friday evening's dinner session brought me up-to-date on the Illinois archives situation. I hope that your staff will soon be reestablished full strangth so that you can again go ahead with the wonderful program you have set up.

With warmest personal regards,

Cordially.

Sidney Goldmann

Head

SE/MRI

Mr. Sidney Goldman Archives and Hastory Bereau State House Armex Trenton 7. N.J.

Dear Mr. Goldman:

It was kind of you to drop the note of October 20th and I apploping for my showness in one eving it. As I have only end typist in the office right now, I am being my own stemographer, and get mound closely to my personal correspondence.

Most of us at the meeting felt, I think, that we had altogether too little opportunity for the visits with friends which most of us think the best part of conventions. Feing an officer, and therefore generally at the slowkers! table, I seem to talk only with the same people each time. I particularly enjoyed, thefefore, being at your table at the banguet. I thought we had a very congenial crowd. I did not get a chance, however, to find out much about your own plant for New Jersey. Son't you write me how you are getting slong?

Thanks for your good wishes for Illinois. I am not making many bricks these fays, not having straw, but my abobe walls haven't fallen in yet. Wy reference assistant who had the brain tunor operation will be well enough to come back to the office next week, and I am taking that as a good omen.

Remember that we are still looking forward to your proposed visit to Springfield.

Sincerely,



The National Archibes

Masgington 25, B. C.

WAR RECORDS OFFICE 5 August 1946

MISS MARGARET C. NORTON, Editor, The American Archivist, 1105 South Second St., Springfield, Ill.

Dear Miss Norton:

This is to congratulate you in the warmest terms for the first issue of The American Archivist under your editorship.

The reasons for commendation are many:

The issue appeared on time.

The typography and the arrangement and appearance of the

headings are far more pleasing than formerly.

The inclusion of a frontispiece and a well-conceived editorial add life and zest, especially the angle from which was taken the photograph of the young lady servicing stack records.

The inclusion of a Question and Answer page, a good feature.
The proposal for a Technical Section. for which I hope you get

The proposal for a Technical Section, for which I hope you get sufficient volunteers.

And lastly I liked the new make-up of the table of contents.

Permit me to wish you the best of luck for the continuation of the standards set by your first issue.

Sincerely yours.

Victor Gondos, Fr.

Records Retirement Supervisor

VG:dd



August 18, 1946

Mr. Victor Gondos, Jr. Records Retirement Supervisor War Records Office The National Archives Washington 25, 5.C.

Dear Mr. Gondos:

Thanks for them kind words! I'll be neededing them even more later on. All the credit goes to my subelitors. Karl Trever suggested the lay-out and format.
Carl Lokkas and Richard Wood have worked like beavers to get material. The new te chnical committee is on its toes. Just between the two of us, I wouldn't work as hard as they are doing for someone else to get the credit. But that spirit is the thing which makes me like archivists - they are all unselfishly working for the good of all of us - and besides, we do have fun together.

Sincerely,

EDITOR

STATE OF ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY MONTGOMERY 5, ALABAMA

July 11, 1946

Miss Margaret Norton, Archivist Ill. Historical Department Springfield, Ill.

My dear Miss Norton:

Please advise me what is the policy of your department regarding students making micro film copies of complete volumes of newspapers?

We have a student who is interested in making copies of certain papers from 1865 - 1900. Should we restrict his reproducing these films-? Personally I do not feel he should be allowed to do so.

Thanking you for a prompt reply I am, with best

wishes.

Sincerely,

s/ Frances M. Hails

Frances M. Hails

TMH/ns

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July 17, 1946

Miss Frances W. Hails Alabama Dept. of Archives & History Montgomery 5, Alabama

Dear Miss Hails:

The question you raise about restricting the reproduction of films of entire copies of newspapers is one which unquestionably is bothering other archivists. The Illinois State Historical Library has a stamp which they affix to all photographic copies made by themselves stating that the documents may not be reproduced without the special consent of the Historical Library. Whether or not we could legally put such a restriction upon public records is a question; that is, the law requires that the archives of the state shall be open to the public and that copies may be made from them. Of course, certified copies could be made only by the state and only certified copies would have any legal value. Fearing lest certain insurance copies made for two of our counties might be used here to avoid paying fees collected for research by the respective county officials, we asked the respective county boards to require of us that these film records might not be consulted by the public without permission of the board. Sometimes, as in the case of certain confidential records of the State War Council, we wrote into the receipt the statement that the records were received under the restriction that they might not be consulted without authority from the Governor. Actually, most of the records can be consulted, but there were certain records which had to do with vulnerability of certain manufacturing plants which we felt should never be open to the public.

Do you not think a brief discussion of your decision as to the policy regarding students making and reproducing microfilm copies might not be something worth publishing in The American Archivist? One of the things I want very much to do is to stir up in the columns of The American Archivist a discussion of these apparently minor points which actually cause us all a great deal of anxiety. If you have something to say on this subject as a result of sending out a questionnaire to other archivists, please send it on to us by the first of August if possible (that being the deadline for the October issue). If you feel you cannot prepare such a statement, would you object to my running the

inquiry in The American Archivist, requesting replies which could be published at some future date?

Sincerely,

Editor

men:1k



STATE OF ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY

FOUNDED BY THOMAS M. OWEN, LL. D., 1901
MONTGOMERY 5. ALABAMA

IN REPLY REFER TO FILE NO.

July 20, 1946

Miss Margaret Norton
Illinois State Library
Archives Department
Springfield, Illinois

My dear Miss Norton:

Many thanks for your prompt reply to my question regarding Microfilming Newspapers. My experience is so limited I do not think a word from me would be of help to other, however, I agree with you that a general discussion of the subject in the American Archivist will be of great value to all of us.

It gives me great pleasure to report that a requisition has been made for a complete Microphotography outfit for this department. The only slip, there has been no provision made for an experienced operator. However, Mrs. Owen has written a gentleman who has been working in the National Archives for four years, so I feel we will find some way to pay his salary for one year until the Legislative meets in annuary to pass the proper legislation.

Thanking you again, with best wishes, I am,

Sincerely,

Francis M. Hail's

Frances, M. Hails

Mr. Walter Hausdorfer Sullivan Memorial Library Temple University Philadelphia, Pennsylvania.

Dear Mr. Hausdorfer:

Only recently I have learned that you have left New York to go to Philadelphia, and I wish to extend my best wishes for a happy, as I know it will be successful, administration. I suppose Columbia has lost not only your services but also those of Mrs. Hausdorfer. My own stay at Caolumbia was very much helped by both of you both professionally and because of your friendly welcome to Mother and me. Mother doe: not know that I amd writing this, but I am sure she would want me to add her good wishes too.

Personally, Philadelphia has never a pealed to me for I have always found it a cold and inhospitable place. However, the Temply University Library had a reputation for being a forward looking institution, and anyone can be happy in a place where he can use his iniative as you can there.

My best wishes to both of you.

Sincerely,

500 45 th SA. N. W.



The National Archives

Washington, B. C.

February 15, 1946

Miss Margaret Norton Illinois State Archive Springfield, Illinois

Dear Miss Norton:

I have just learned that you have accepted the editorship of the AMERICAN ARCHIVIST. Let me join your many friends in congratulating you upon being preferred for this position. However, I suppose that the congratulations should be somewhat tempered in view of the fact that editing a journal of this character poses many problems. I am quite sure that you will be able to meet them with your accustomed efficiency and I am looking forward to your being able to make the review more outstanding in the field of archivology even than it has been in the past. There is still, of course, much to be done and you are placed in a position to exert important influence on the problems that will continue to arise in the matter of the proper preservation and use of records, particularly for historical purposes.

Please give my best regards to Miss Rogers.

Repeating my congratulations and best wishes. Tremain.

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Roscoe R. Hill, Chief

Division of State Department Archives

tales bornantections

1105 South Second Street Springfield, Illinois February 27, 1946

Dr. Roscoe R. Hill, Chief Division of State Dept. Archives 4500 45th Street, N. W. Washington, D. C.

Dear Doctor Hill:

You were the first member of the Society of American Archivists outside of the officers to congratulate me upon my election as Editor of The American Archivist. Doctor Pease almost beat you to the congratulations, but he said he was offering condolences instead, and he probably knows what he is talking about.

The "sermon barrel" seems to be practically empty, and I am going to have to scramble very hard to fill the July and October issues. I am hoping that my friends will rally around me and produce something for me to print.

One feature which I expect to stress as Editor is notes on technique. The Council has received a great deal of criticism of the journal as being directed towards the needs of the National Archives and the larger state institutions. Some of the smaller State archives departments say that too much of what is given in the programs at the meetings of the Society and in The American Archivist is over their heads. Probably I shall be criticized for publishing too much elemental material. So far as I am concerned The American Archivist will print whatever people want in the way of information, but unless they tell me what they want and produce copy, I will have to give them what I think they want. I am not afraid of criticism and hope that all of my friends will send me suggestions.

Miss Rogers is in Washington right now; possibly you will see her. I am sure she would send greetings if she knew I was writing to you.

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

mcn:lk

SUITABLE SE FOR FOR FRAMING PATENT APPLIED FOR

Section of and a section



"WREATHE THE HOLLY, TWINE THE BAY ... L'ET THE BRIGHT RED BERRIES GLOW EVERYWHERE IN GOODLY SHOW."

Christmas Joy to You with every good wish for the coming year

Mr Mrs A. Hep



The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

February 27, 1946

Miss Margaret C. Norton, Archivist Archives Division State Library Springfield, Illinois

Dear Miss Norton:

Beginning in July 1944, we have in the National Archives been holding every two weeks what is called an "Open Conference on Administration," which all members of the staff are free to attend whenever their duties permit. Minutes of the proceedings of this conference have been kept and regularly processed for distribution to the staff to serve both as a record and for the information of those who were unable to attend any particular conference.

Dr. Buck has suggested that a complete set of these minutes be sent to you for your information, despite the fact that we have not made a policy of giving them outside distribution. They will serve to keep you informed as to some of the major topics discussed in the National Archives and they may actually suggest to you topics that may well be expanded into articles for The American Archivist if you can persuade someone to prepare them. You will understand from the nature of the minutes themselves that these discussions are given without much previous rehearsal. Many of the topics are too large to be covered in any satisfactory way in a conference of this length and all we presume to do is to assemble ideas and stimulate thought concerning the topics assigned. You will find nothing very profound in them, although occasionally the voice of experience is manifest.

You will find no minutes for two of last year's sessions—January 29 and February 26. The notes for these two sessions were inadequate, and, though we have intended to prepare brief statements to close the gap, this has not yet been done. Also we found ourselves so busy in the summer season with quarterly and annual reports and budget justifications at the time when absences for vacations cut down our staff that the meetings lapsed and were not again resumed until November 19. Probably in the future we shall not try to hold meetings in June, July, August, and September.

I do not think the minutes of any single conference are good enough to appear in print and I hope you will not use any of them in that way without at least clearing with us first. Dr. Buck has suggested that it might be possible to prepare an article that would be composed for the most part of the summaries and selected abstracts of some of the more interesting topics treated in these discussions. I do not suppose it could have much unity. If upon reading these over you see any possibilities along that line that you think

might interest archivists outside of the National Archives, please let us know and we will endeavor to do something of that sort. Despite the fact that I am designated "managing secretary" of this conference and usually arrange for the programs, the task of preparing the minutes for each session falls largely upon Mr. Trever and I suppose he would have the assignment too of working them into any such article as Dr. Buck has proposed. Before we try anything of the sort we thought we would like your suggestions and reaction.

Anyway, here's a batch of reading for the editor, if she has any spare time.

Yours sincerely,

Oliver W. Holmes

Oliver W. Holmes Program Adviser

enclosures

annien Or chiest

1105 South Second Street Springfield, Illinois March 4, 1946

Dr. Oliver W. Holmes Program Adviser The National Archives Washington, D. C.

Dear Doctor Holmes:

Thank you very much for putting my name on the mailing list to receive minutes of the proceedings of the National Archives conferences on administration.

As you suggest, these are not suitable for publication in their present form but will be suggestive to me as to topics which would be good for articles; in fact, although I have not taken time to read all of these in detail as yet, I have an idea for an article or articles on maps which I will try to get Mr. Joerg to do for us.

If you have any suggestions for articles or topics to be discussed in our technique column. I would greatly appreciate your writing to me.

Sincerely.

Editor-Elect THE AMERICAN ARCHIVIST

mon:lk

UG M

UNIVERSITY OF ILLINOIS LIBRARY URBANA, ILLINOIS

November 16, 1946

Miss Margaret C. Norton
Managing Editor, The American Archivist
c/o State Archives Building
Springfield, Illinois

Dear Miss Norton:

Belatedly, though wholeheartedly, I want to congratulate you on your new appointment. You will no doubt enjoy editing and developing further a first-rate professional journal like the American Archivist.

Dr. Downs and I have felt that although an institution like the University of Illinois Library may have little material of the kind thought of in making up the questionaire on page 276 of the October issue of the American Archivist, it might not be unwelcome to a student to have a comprehensive survey. Then too, the University Library can undoubtedly only benefit by an exchange of experience and information on practises. With this in mind, we have contrived to answer all questions as well and as accurately as we can.

Sincerely yours,

Icko Iben Newspaper Librarian

and Archivist

II/mr encs.

Dr. Teke iben Newspaper Libr rian & Archivist University of Illinois Library Urbana, Illinois.

Dear Dr. Iben:

Just a note to say thank you for the reply to the questionnaire about microfilm policy. Indeed we do want replies from university as well as other libraries and archivel institutions. The replies are coming in alowly, so I am withholding publication of the sum any until the April issue.

We have had tough sledding at the Archives this past six menths. Early in June Wrs. Mc Fadden had's peculiar spell at the office, losing her power of speech and when in a few minutes it came back she could talk only in scrambled syllables. We thought she had had a stroke, though there seemed to be no paralysis. Her doctors here insisted she had not had : stroke, and told here what all doctors tell a women - just nerves. However, she persisted in insisting that there was something, and finally got in touch with a Dr. Furlough on the staff of John Barnes in St. Louis who discovered she had a brain tumor. He operated in August and she had a tough time of it, though she made satisfactory progress. She told me today that she is to see him again next week and thinks he is going to let her come back at least part time about the first of December. Esma and I. as you can imagine, have had a work-out. Jucille Koval was lured away from us the first of August by the University of Illinois Division for Crippled Children. Fortunately we got a very fine file clerk - a young colored veteran, a unive: sity gradu to - ambitious and fully capable of taking complete charge of the vaults and also of taking over the census indexing and search. I don't know what we would do without him. But we are certainly rattling. We don't dare complain because we are afraid that would have the same result as before - well, if you don't have so many people you So far we are hanging on to the don't need so much room. 2d floor, but I dan't know for how long. I don't mind too much, though, for I am getting a lot of work done that I never had time to do when I had to give too much time to supervision of people who left before I was ready to spare them.

My best regards to the family.

The article

1105 South Second Street Springfield, Illinois May 2, 1946

Miss Bertha Josephson 721 East Bread Street Columbus 50. Ohio

Dear Wiss Josephson:

Recently I wrote to Doctor Cappon for minutes of the session on microphotography at the Movember meeting. Doctor Cappon ease he thinks you may possibly have had the minutes for use in writing your summary of the meeting. If you have, and are through with them, I would appreciate having you send them to me. Any other minutes you happen to have should go to the Secretary. I want to use excerpts from these particular minutes for fillers for THE AMERICAN ARCHIVIST.

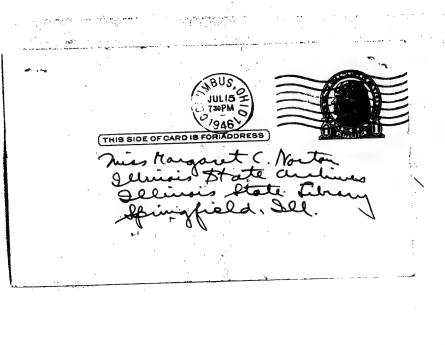
Somewhere recently I have seen a statement that you are on leave of absence until July. I am sorry to hear of that, because I am afraid it means that either your brother or your mother are ill. I hope it merely means that unlike the rest of your colleagues, you have been able to save so much money that you are able to take a grand vacation.

With best wishes, I am

Sincerely yours.

Editor-Elect THE AMERICAN ARCHIVIST

men:lk



THE MIGSISSIPPI VALLEY HISTORICAL REVIEW

GRADULATE SCHOOL

WESTERN RESERVE UNIVERSITY

The first issue of Archivel under your

guidence was not pleasing in appearance

context. Congratulations in appearance

the are finally morning into one

our place after 124 morning into one

revolution. They new address is

10 Reventently due, Columber 1, Q.

Bretish R. Guephson

The section Destruction July 22, 1946 Miss Bertha E. Josephson 10 Seventeenth Avenue Columbus 1, Ohio Dear Miss Josephson: Thank you for going to the trouble of sending me congratulations on the first issue of The American Archivist. Inasmuch as we were trying to keep down the cost of changeover in format. I made the first number very short. I have material on hand for the October issue and most of the January issue. Although I am still not getting the practical articles from the smaller institutions, I am getting a very cordial cooperation from everyone. I hope I can break down the modesty of the archivists of the small places and get articles from them also before long. By now I hope you are becoming more interested in your career as a businesswoman. I hope the change is only temporary, because you have a great deal to give to your profession, and I hate to see you leave it permanently. Sincerely. Editor mcn:lk

From the House of



10 Seventeenth Ave. Columbus 1, Ohio 7-29-46

Josephson

Dear Ming Norton

At last I can sit down in my own room overlooking the camous and write a few notes. These past six months have been hectic ones. Building under any circumstances is none too easy an undertaking but today it, is a herculean task. In addition the contractors were far from efficient and for the past three months I have spent about 8 hours per day supervising the completion of the job. There are still minor chores uncompleted but the place is livable and unlike the the o above we occupy the first floor -- a seven room and 2 bath suite with a streamlined kitchen, an awninged terrace and many built-in features. It is a combination of the old and the new and very satisfactory to the eye as well, as to comfort and convenience. The second floor (which has its own entrance and exit private from ours) is divided into three small apartments, two of 21 room and bath capacity and one of 41 room and bath size. The smaller ones I have furnished. Three young couples occupy these: an interne and his wife, a law student and his chemist wife, and graduate student in chemistry and his bride who is personnel director in a downtown department store. In front of the house, which faces the avenue, is a small building with two storerooms and 2 offices above. One room and the office has been rented by a Visual Education Service (they rent and sell projectors and sound and silent film to schools, churches, ledges, etc. and their best customer is the School of Education directly across the street. The other side will be occupied by a dress shop but the officeabove it is still vacent.

There were all sorts of problems, snags, aggravation and bottlenecks. Then there was the task of moving our own mammoth accumulation without unduly upsetting mother who has been forbidden to do any physical work (on account of a heart condition of which she is unaware) yet who yearns to help. My brothers are the best in the world but not a bit

domestic so it all fell on my shoulders. I had a handy man from the store to help put up curtain rods and clothes hooks, and to hat books, china, linen and knick-nacks. I did as much AA possible in advance of the actual moving but even so it was not easy. Up to today I thought my muscles would never stop aching and my feet would never feel rested but now I am beginning to return to a semblance of normalcy and the place is lovely. I have a small room for myself (8 x 15) but there are 4 windows arranged for cross ventilation and one end is a perfect study (even space for a filing cabinet which I shall buy when the kind I want becomes available) and the other end a comfortable ... bedroom. Simce my return to Columbus I have had to share a room with mother and have had no place for my desk-- a highly unsatisfactory arrangement. Now I yearn to tackle some long neglected writing but all depends on circumstances. Up to now I have been too busy with construction and household duties even to be of much value in the business. Beyond taking care of the semi-monthly payrodl I have spent little time at the store--only with one's own could such a schedule be possible.

As for my profession: Clio is still my first love and manuscripts and archives will remain my devoted interest. The administration at the O.S.A. and H. Society has deteriorated to such a shocking status that anyone with professional standards would hesitate seriously to remain connected with the institution. I am on leave until the end of the calendar year but I have little incentive to return to things as they now are there. While Lindley was still in charge it was a different matter. That I would do if an opportunity presented itself elsewhere and I could see my way to undertaking it is another matter. Anyhow, at present I am willing to wait and let the future take its course.

I have just had a letter from Bahmer on the Washington program. Thank goodness, I am only a member of the committee this year. I enjoyed the grind of making the program last year however, and in a way it was a sort of swan song to my activity at the Buseum (for I had already made up my mind then to ask for the leave). I am glad it turned out as well as it did for I tried hard but no harder than I have at any of my other professional activities. Not always, however, are one's sincere efforts regarded by appreciation or understanding. More often they are thwarted and deflected by jealous and intriguing troublemakers.

Your in House of

From the House of



Josephson

I was deeply shocked to learn about the death of Dr. Pelzer, editor of the Miss. Valley Historical Roview. Miss Martin told me at Indianapolis how he and Mrs. Pelzer were grieving over the loss of their two sons but he seemed such a stalwart person it does not seem possible he could pass away so quickly. I wonder where the Review will go now? I don't think be ever entirely forgave me for not coming to Iowa with the Review. I em not sorry I returned to Columbus and my family though at times I believe the connection with the Museum was a definite mistake. The experience in manuscripts and archives was well worthwhile but some other experiences were entirely superfluousand I would be much happier had I been able to avoid them.

If I can at all see my way clear I am going to try to come to Washington to the meeting but it all depends upon mother's precarious health. If I can only get some college help here to assist with the cooking and cleaning I shall have more free time to return to a regular schedule with some for my own activities. As it is I haventt read more than a newspaper for months or been to a movie for even longer and as for doing any creative writing —it has been hearly a year since I took pen in hand. But I still live in hopes.

What are your plans about the home youlwere going to build? Is your mother well enough to enjoy life? Don't let your new responsibility as editor get you down. After the hone you is over carping critics will begin to find fault but take it with a barrel of salt. As long as you do your level best (and that I know you will do) you owe no one any apology.

Pardon this long epistle but I am in the mood tonight.

erthal. Josephson

OUTDOOR MILITARY STORES

Industrial Uniforms Work, Outdoor and Sport Clothing

216-218 SOUTH HIGH STREET

Roady-to-woar Military OutFitters Riding Clothing and Accessories

COLUMBUS, OHIO 8-20-46

Dear Miss Norton:

I wonder if I would be imposing too much on your good nature if I requested a favor of you? My absence francademic life has not been a total loss productively for I have managed to snatch a moment here and there and the sum total has been the completion of the magnum opus described in the enclosed sample contents table. Personally, I waver from the opinion that it is most excellent (I wouldn't be biased in the least, I suppose) to the melancholy conviction that it is just so much tripe(which is probably the teath).

Would you do me the honor of reading it and then give me your unvarnished and honest opinion as to its merits and demerits? If you will be willing to undertake this chose it will make me very happy and as soon as I have your agreement to examine the manuscript I shall pack it up and send it to you posthaste.

I hope all is going well with you and that you are not finding your editorial duties too onerous. What is the latest on the editorship for the Miss. Valley Hist. Review? When you next see Herbert Kellar please tell him I do not forgive him for being in Columbus and not so much as calling me on the telephone. Who told me? The proverbial little birdie. I also understand that Helen Chatfield has or is visiting you. If she is still at Springfield kindly give her my greetings.

Hoping you will say yes to the question posed in Paragraph 2, I am, Cordially.

Bertha E. Josephson

P.S. The new addressis: 10 Seventeenth Ave. and we like our new place very much.

HANDBOOK FOR HISTORICAL WRITERS

By Bertha E. Josephson

Part I

HOA	TO USE HISTORICAL MATERIALS FOR RESEARCH
CHAPTER	
I.	Kinds of Libraries
II.	Printed Library Materials
III.	Maps and Unpublished Materials

Part II

HOW TO OR GANIZE HISTORICAL MERTORICAL MATERIAL

IV.	The Card Note System
IV.	Various Kinds of distorical Writing: Articles, Popular
1	Talks, Monographs, Biographies, Book Reviews, Comprehensive Histories.
Vī.	Hints and Suggestions: Shortcuts, Transitions, Quotations, Punctuation, Capitalization, Hyphenation, etc.
VII.	Pootnotes
VIII.	Maps, Illustrations, The Bibliography, and Addenda.

IX. Indexing.

Y. The author's Hole

Part III

PREPARING HISTORICAL MATERIAL FOR PRESS

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XI.	The Kole of the Editor and the Printer	•
XII.	Editing a Historical Periodical	
XIII.	Editing and Indexing of Series, Documents s	ınd
	Bibliographies	
XTV.	Various Means of Publishing and Benevalent	Phin

Appendix Abbreviations for Indexing Historical Materials

Bibliography

Index

Miss Bertha E. Josephson 10 Seventeenth Avenue Columbus, Ohio.

Dear Miss Josephson:

I am very much flattered that you mant my opinion on your new book, and of course I will be glad to read it and to comment upon it. I have done so little historical writing that I am probably the poorest person you could select to criticize the lork. However, I may have some comments to make from the angle of the librarian and archivist who deal with the writing public. I make only one condition - that is, that you must no send me your only copy - I have heard too many stories of tragic endings to only copies to want to take the risk.

There is one thing which I would like to see emphasized in such a work, and that is the matter of physical care in the handling of rare books and manuscripts. I have had Ph.D's ask to use our records, and be so careless that I was tempted to refuse to bet them have them. Things like not leaning sweaty elbows on books, not using ink on them, not cog-earing them, not wetting thumbs to turn pages, etc. are so drilled into us that we hardly give it a thought, but it is surprising how many people don't know those things.

You are lucky that at long list you are in your remodelled home. I very much enjoyed your description of it. a dulex nineteen years ago, just eight blocks from the Archives Euilding. It is still a very good looking house, hathlage Private I shall have to spend a lot on replacing equipment. Three and a half years ago I took a 60-year lease on an acre and a third suburban lot out at Lake Springfield. This lake is our water reservoir, made by daming two crueks. It is 13 miles long and over a mile wide opposite me. have a beautiful view about ten miles down the lake, and the boat turn just in front of my place when they have sail boat races which is frequent. The Beach House and Water, sewer and electricity are restaurant is near me. on the place and the neighborhood is kept restricted by requiring the neighbors for 500 feet on both sides to approve a transfer of projecty. Of course I cannot live out there while Mother is still with me, but I look forward to developing the place after I retire. I had hoped to be able to jut up at least a porch this summer and even perhaps to build one room and bath so we could spent summer week-ends out there, but of course nothing is possible now. However, we go out and park on our hill nearly every evening, and do enjoy it so much.

10-17th Ave. Columbus 1, Ohio 8-27-46

Dear Miss Norton:

X sol

a research

I received your gracious letter yesterday and before you would have an opportunity to change your mind or I would lose courage and get "cold feet" I had our shipping clerk pack up the manuscript which is now wending its way to Springfield via express. I do have one exact carbon copy and a couple of inexact typed and long hand versions so its loss would not be a major tragedy (for that matter if it never gets printed it will be a dead loss anyhow).

Seriously, however, I will await most eagerly your judgment and I am very appreciative that you are willing to do me this favor. The reason I chose you is that, first of all, I have read your articles and heard your address before the Society of American Archivists and know that you can write (despite your modest assertions to the contrary); secondly, the so-called historical writers are a closed guild and sub-consciously resent anyone's intimating that their inexpert efforts are possible of improvement; and thirdly, certain individuals whose judgment I do value, unfortunately, have axes to grind and I do not exactly trust my brain-child to their uniender mercies.

As for emphasis on the physical care of rare materials I believe you will find that in Chapter IV I do emphasize the importance of such care on the part of the researcher. I hope I have made the case strong enough for I have been on both sides of the fence and my $4\frac{1}{2}$ years of experience with archives and manuscripts custody has made me aware of the need for such emphasis.

I hope you will find my efforts worthwhile and I eagerly await your opinion. When You are through with the copy would you kindly let me know a few days before you return it and then would you return it Express Collect in care of the Outdoor Military Store, 212-18 S. High St., Columbus, Ohio? The reason I ask that you send me a note agead telling me you are returning the package is that we get a great many shipments of goods and I am not always there when they arrive but if I know you are sending the package I will tell your shipping clerk to expect it and watch for it, so that it does not get waylaid with the fishing boots or the hunting coats.

Your lot sounds like a dream spot and I hope you do realize your plan to build on it but I hope when you do conditions will be much easier than those I have had to go through. Just when I am beginning to relax and think everything is at last running smoothly new crises appear on the horizon. The latest was a leak in the roof of the new addition which broke through the plaster and nearly ruined the furniture in that particular apartment. Luckily, the tenants were not home or they might have been injured. The contractors (with whom we have not settled yet for final payment) are trying to claim it was windstorm but the insurance squader says it is defective construction and so it is a merry argument and headache. But enough of my problems. You certainly have your own what with losing secretaries and all. Never a dull moment, is there?

Cordially, Josephson

1105 South Second St. Springfield, Illinois September 2, 1546

Dear Miss Josephson:

This will acknowledge receipt of your magnum opus. I opened it eagerly and read the contents of the first three or four folders, then proof came for the October issue of the American Archivist. I have been busy with that ever since, but will get to your book in a few days.

So far as I have read, I believe "you have something there." From the little I have read so far, it seems to me that the chief criticsm is that you have not adequately defined in your own mind the level of your reader. I assume that you are aiming at the so-called amateur historian, not to produce a text book for college use, though I think this might very well serve such a purpose. What makes me say that I do not think you have sufficiently defined the level of education is that in the beginning you give a very simple and clear exposition of the basic reference books in a library something at about Freshman college level. Then you give an excellent discussion of foreign archives. The purson who is going to need to know even enough to know that there are such things as foreign archives, would need to know a lot more than you give about basic reference bloks. For instance, you discuss Who's Who and Who's Who in America, but you do not mention the regional Who's Whos such as Who's Who in Chicago and vicinity or the topical Who's Who such as Who's Who in American Jewry (title?), Who's Who in Gove nment, etc., which are very use-You mention the Readers! Guide but not the more technical periodical indexes such as Public Affairs Information Service. indexes on technical literature (personally I use that constantly), on agriculture, on international literature, etc.

That early part you have w rked hard overs but I think you may have a little more to do there. When you get going on the sort of problems you have helped people with you get good. In fact, I think what is going tomake your book especially valuable is that it is the first and only book on the subject written from the point of view of the librarian and manuscript curator who has helped people gather their material and then of the editor. Most text books on historical method have been so lege professors who have been teaching graduate students the art of historical criticism.

From the point of view of an archivist, I hope you are stressing how to such documents in bulk. The average historical student has been taught to take one manuscript and worry it like a dog worries a bone. When he comes to the archives and asks for help and you bring out two or three file drawers of material which he must sift for himself, he simply walks out - he cants his material condensed or not at all.

I'll be writing you again soon. I am making notes on slips as I read and will send them along without editing. I think it may be of interest to you to know what my i mediate reaction is

Perhaps my failure to react or my failure to comprehend something will be helpful to you.

Now please don't let my frank criticisms discourage or peeve you. If I thought your book was medicre I wouldn't disagree with anything but would write you a nice little laudatory, non-committal note.

Sincerely,

Colo. 1,0lus t with mother & exercises to my opia o pullets eventually do away with flasson (?) working on an advertisement begging the funce or to put begging the frame of to put
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health visiting the dentist for a numar filling; turning Lown on invitation to an ending meeting because of methins udes position; reminding the auticater of some ingulfilled promises taking over the register again for the hour later closing. Then home to find the nurserymon waiting to discuss shoul-plante along the foundation of the house. Finally, setting the table + dinney eleaning of dishes, futting away the would prices (the colored women that done that day) + then your litter contained hope for + want but did not guild with all due respect to their Kenowledge. yours is not critation, it is positive + chierete assestance + I am duly appreciative. Take as much time as. you want. I know you are very buse to feel that I am imposing to esk you to do this at all but you are so telfel I can't resist telling you what it when to me not to be put off wiel a non-committel reply or a bague "fine," good as for the level perhaps I am tryin I wanted & this back to be for the upper cleasuren in callege - that is the junior + sevior who had already decided on his major + alor for the graduate student particularly

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Churches 1, Oho 9/14/46 Dear Miss Norton: This is just a few hasty lives to let you know that the premon maguin opes came back safely and the difficulties at home tought prevented the thus for from long attrongle job of examining your comments, during the old moments I have had it has the little slepshich joing for grange to much something Noturally I do not agree with all of them but in inditionses this for I must which your judgment to connect; In a but ashermed of the "montar" for the brides instead of clay That got past vay Micholo + & Bill C., for the Same sentence appear in Parloers Local Nestons in one of the chapters I wrote for thit book as for the two chapters you creticize on organization; they were the ones that would me I get I couldn't see the way clear as to how to improve them, you not only than them whant but offer ! some concrete suggestions that is the most useful

cuticion to have. I was tracked that you too, supped my pel "talk about how to" big with out of writing it swas rather proud of the restet. I am also a lit proud of the section on book-review last apparently that didn't more you to applause. as for the indexing section, I am friend that you find it mortwhile to want to publish wit in the am archivist. But as you realize I have no publisher yet Than I believe it could be arranged. Thank you for asking for it. No, I did not knowabout mrs. pelleris work about it. I shall write to har. Perhaps she has it copy to loan me. been my own for mother had 2 teth extracted Monday a last been in ven good condition since ! In face is suntly a disclosed - she is many

first winter the diagnostician who examined her advised against the extraction in her condition but this susumer be agreed to it on premise that her stringth had improved. But she has had such a difficult time that I've had hitle thought for surgeting also - Eusiness (which is being player right now almost at of a lunger's stube there in Columbing on propositional activities. to get to the bushington meeting o have reduced a hoom at the Roleigh Hotel for Betty comy successor at the Sheety). Jam told the Rolligh is very me I close to the M. A. Have you made arrangements yet ? If not perhaps you would the to arrange to stay at the Rollingh too I had a note from David Duninay saying that he was young a manted to stop in Cohembus on his return. Dolov had a letter from Dr. Lindley who is very happy about his new set with,

This is being within at 7/30 AM.

The only time I seem to Rose for letter writing +3 must stell write for a lovely bushes set a for a lovely bushes set a classion of our moving into our men home - so I must spice a few numbes for her. again thank you very much for the paintaking - succee job you undertook + carried throughter such short order I shall never forget it. When I we had a chance to study each note carefully) shael unite again. many thanks Grade Benta & Josephson I The Survey of the State of the State of granger starting my to grant with LI for the state of a few of The part of the said and the said which I will got to the first of the first

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Personal

July 26, 1946

Mr. Herbert A. Kellar, Director McCormick Historical Association 679 Rush Street Chicago, Illinois

Dear Herbert:

You must have wondered why I had not congratulated you upon your election as President of the Mississippi Historical Association. I suppose because everyone knew we were close friends no one wrote to tell me, supposing I would know about your election. Believe it or not however. I learned it for the first time a day or two ago when I read my Mississippi Valley Historical Review. Please accept my belated but sincere congratulations upon this honor. I know of no one who has given more freely both of his time and of himself to Mississippi Valley history and historians, and certainly you have this presidency coming to you.

I do not suppose there is anything I can do to help you, but if there is, please call upon me to do so.

Sincerely.

mon:lk

HARVARD UNIVERSITY

OFFICE OF WAR ARCHIVES

For the records created in the fulfillment of the University's War contracts

LITTAUER CENTER
CAMBRIDGE 38, MASS.

August 23, 1946

Miss Margaret C. Norton Archivist Springfield, Illinois.

Dear Miss Norton:

The American Archivist for July certainly shows the hand of the new editor. The face-lifting strikes me as being all for the good. The new departments should fill a want, and the policy of more and shorter articles, in keeping with The Library Journal, probably a wise one. Speaking of library literature, I came across an interesting article on the Federal records program in the Library Quarterly, I think for January, 1946. I mean to look it up to show to Mr. Shipton, for it emphasizes intelligent selection for preservation.

As you can see, I have returned to my job, partly in the War Archives, partly in the University Archives. Er. Keough leaves next month for Columbia Library School. He has been attempting to organize sub-archives at the Madical and Business Schools, but Summer is hardly the time to do it. So I may take over where he leaves off, though I also have in mind trying to get some experience in other departments of the Library. This in case I want to go into general college library work.

Summer School was much the same as before the War. I had a course in Documents with Mrs. Cabeen; you remember her doubtless as a student in your Archives course. Other courses I took were College and University Libraries and Fundamentals.

I am to be married on the 7th of September. Dot and I have found a small apartment in Boston, not just what we would like, but in these times, one cannot be critical. She is going to work for a while at her old job in the Business Branch of the Boston Public Library. Mr. Keough is to be "best man", and one of my sisters a matron of honor.

I hope that you have had a chance to get away this Summer. I will be looking forward to other issues of The American Archivist, especially the January one.

Sincerely yours,

PS I came across you picture in a recent number of the Illinois <u>Bluebook</u>, in connection with the Documents Course.—
I have corresponded with <u>Miss Bourne</u>, of the Bureau of the Budget, regarding survey forms and disposal schedules, and have also received a copy of the <u>Manual "How to dispose of records"</u>, issued by The National Archives.

HARVARD UNIVERSITY

OFFICE OF WAR ARCHIVES

For the records created in the fulfillment of the University's War contracts

LITTAUER CENTER
CAMBRIDGE 38, MASS,

October 3, 1946

Miss Margaret C. Norton Archivist, Illinois State Archives, Springfield, Illinois

Dear Miss Norton:

Much has happened, as you know, since my last letter to you. My wife and I are now settled in a small apartment on Commonwealth Avenue, Boston, and things are pretty much back to normal. Everyone was very kind, and we have some attractive things with which to start housekeeping. We went to Quebec for a week, staying much of the time in a French home on the Island of Orleans. Dorothy is continuing in her job at the Business Branch of the Boston Public Library.

For a time, I considered trying work in another part of the Harvard Library. But I have decided to stay in the Archives for the time being, partly because Lr. Shipton was most anxious that I do so, partly because of my third-time Navy job, which fits in nicely with the War Archives Cffice. Activity in the War Archives Office is tapering off, so far as accessions go, but the material is receiving quite a bit of use. The University Archives, where I spend the bulk of my time, is receiving material constantly. A recent count showed the UA (University Archives) section to contain 17,000 items (i.e., volumes, boxes, etc., not individual papers). And with the turnover in clerical help, it is not easy to keep up with the stream.

Mr. Keough has started in his year at Columbia Library School. Mr. Walton has resigned to accept an appointment as Chief, Libraries Section, Division of Libraries and Institutes, Department of State. A Library publication is scheduled to start in January; each issue should contain something from the Archives. The first will have a general article by Mr. Shipton, and spread through the first six will be a descriptive checklist of Harvard views, compiled by Hamilton V. Pail, of New York. The Yard and the Square are busier than they have been for years, as must be true of most college towns these days.

My new home address is: 1673 Commonwealth Avenue, Brighton 35, Mass., Apartment 19. Would you see that the proper office of The American Archivist receives this information? I am looking forward to the October issue; also to news of the annual meeting, though I doubt very much that I can attend.

Sincerely yours, Robert W. Laver OFFICES IN THE

October 16, 1946

Miss Margaret Norton, Managing Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am much interested in the questionnaire on page 276 of the current The American Archivist. Here are my observations on the points raised in the article.

1) What restrictions, if any, do you impose upon the making of photographic copies for patrons (a) using their own cameras or (b) pur-

chasing copies made in your own photographic department?

Answer: In either case I do not allow copies to be made or give copies of material which I feel might fall into the hands of persons who would misuse it. On the question of eccliastical archives, I do allow photostats or microfilm copies to go to other Archives or responsible agencies in whose sense of responsibility I have confidence. Material from which no personal damage can result may be copied without restriction.

2) What restrictions do you impose upon the reproduction of documents in your institution and in what manner do you call these restrictions to the attention of your patrons?

Answer: It has been my policy to insist that no manuscript may be printed without authorization. I have not prohibited the reproduction by camera. However, this is a point that may become important in the future.

5) To what extent do you give university students and amateur historians access to unpublished source materials which your institution plans to publish at some future date or to turn over to some reputable and competent historian to exploit?

Answer: I endeavor to discourage the University students or amateur historians from the use of material that can be of real value to a reputable and confident historian. Ordinarily, unless they show special competence, I do not let them have access to manuscript material.

4) Can you legally withhold such manuscripts if they are public records and to what extent can you do so?

Answer: If these are public records, they may not be denied to qualified students. However, delays may be interposed for some satisfactory reason.

5,6,7,8, and 9 do not concern my work. Research students and other research institutions are furnished copies of materials at cost price. I expect similar service in return.

The meeting of the Society of merican Archivists is usually held at a time during which I cannot absent myself from the University. I

THE ARCHIVES OF THE UNIVERSITY OF NOTRE DAME HOTRE DAME, INDIANA

OFFICES IN THE UNIVERSITY LIBRARY

October 16, 1946

Page 2--Miss Margaret Norton

have retained interest in the Society, however, and follow its publication with great interest.

With kindest personal regards, I am

Sincerely yours,

Thomas T. McAvoy, of S.C. University Archivist

TTM: ls

The Reverend Thomas T. Mc Avoy, C.S.C. The Archives of the University of Notre Dame
University Library
Notre Dame, Indiana.

Dear Father Mc Avoy:

Thank you for your prompt reply to the questionnaire in the October issue of The American Archivist - the first one I have received so far, by the way. I hope we shall receive enough answers to permit a summary of current practices which can be helpful to our members.

I am sorry that our meetings always seem to come at the most inconvenient times for you members who are connected with universities. Some time I hope you can be with us again soon.

A year or so ago you grote me that you were contemplating publishing something about the technique of caring for ecclesiatical archives in some Catholic review. If you did so, I never saw a copy. If you have not yet published anything, please remember that the editor of The American Archivist is greedy for articles!

Sincerely,

EDITOR

Please give my regards to my old school mate Pattingine.

Justiens Vestinist June 11. 1946 Mrs. John Trotwood Moore Tennessee Library Nashville, Tennessee Dear Mrs. Moore: I sasume that you are responsible for sending me the program of the Tennessee Sesquimentennial. At any rate, I appreciated receiving the copy. If you had the same sort of weather that we had here in Illinois, you must have had a delightful week. The American Archivist for July is now in page proof and I hope beginning with this number that we shall be able to issue our publication on time. As the new Editor I am very anxious to conform to the wishes of the members of the Society as to the contents of the journal. far, however, I, like Professor Pease, have been more successful in getting articles of the more sch8larly type than popular articles which would give practical assistance to state archivists. I hope if you have any ideas or can write anything which would be practical, you will send them on to me. Sincerely, Editor monilk

tituents meri

August 2, 1946

Mrs. John Trotwood Moore Tennessee State Library Capitol Nashville 3, Tennessee

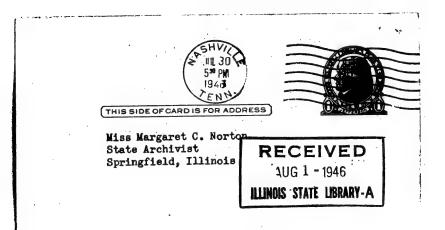
Dear Mrs. Moore:

Since I am no longer a member of the Council of the Society of American Archivists I do not know the name of the headquarters hotel for the archives meeting. I have heard that the meeting is to be on the 24th and 25th of October, but do not know where it is to be held. I should have the News Notes for the October issue of THE AMERICAN ARCHIVIST by now and that will probably give the information. As soon as these come in I will let you know. I very much fear that an attempt to hold a meeting in Washington is going to result in just about the experiences we had at Indianapolis. However, I understand President Buck was adamant in his determination to hold a meeting in Washington this year despite the fear on the part of some members of the Council that we would have hotel complications.

We are having an exceptionally fine summer here-plenty of rain and no very hot days so far. The hottest day we had was 98, but we have had comparatively few days of 90 degrees and over. Mother and I have a sixty year lease on an acre and a third of ground on Lake Springfield a few miles from town, on which after Mother is gone and building gets down to earth again I plam to erect a new home. We have enjoyed driving out there nearly every night this summer, so that we feel we do not need to hunt up a summer resort. My own vacation will not come until late in October. Mother is very well and was pleased to be remembered.

Sincerely.

men:lk



Tennessee State Library
Nashville, Capitol, 3, Tenness
July 29, 1946

-My dear Miss Norton:

Have you decided on the headquarters for the Archives meeting in Washington and does it meet before or after the Association for State and Local History conference. I hope to be able to get a reservation in the headquarters this time and not repeat my experience at Indianapalis. Hope you are having a comfortable summer. It was terribly hot here for two weeks but delightfultnow. Love and remember me to your mather.

many Dono

Noveember 1, 1946

Dr. Grace Lee Nute Minnesota Historical Society St. Paul, Minnesota.

Dear Miss Nute:

Enclosed is M. Douville's article on the Trois Rivieres archives which you so kindly have offered to translate for us. The majority of the Editorial Board think we should translate foreign articles. M. Douville is perfectly willing to have his article translated.

I probably won't run this article in the January issue as I have an hand another foreign article that came in shortly after I was elected editor. My present plan is to limit myself to not more than one foreign article in a number.

At least one quite practical number - preferably several - and one long serious relearch article each time is what I aim to anclude. Are you doing any more experimental work at Minnesota which could result in something supplemental to your classic book on cataloguing and care of manuscripts?

This is being sent to your office rather than to your vacation a dress, because I don't want to burdennyou. I suppose you, like myself, have to get away from everything at such times. I don't get my vacation until the last of October into which the Society meeting will break, but that cannot be helped. I am very tired, because I have lost practically all my staff and some days have had hardly enough to man the stations. Then my reference desk worm had to have a mastoid tumor operation and my secretary walked off for a bett r paying job. We held a civil service exam for the vacancies in April but for the four positions offered got only one certification - a man already on the job - no replacements. Other states are complaining of the same shortage of help. The colleges are picking up everyone who knows they A-B-C's at more than any of us can pay. O, la lai

Sincerely,

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THE STATE HISTORICAL SOCIETY

Established by Act of the Second General Assembly, 1879
All collections belong to the State

PUBLISHER OF COLORADO MAGAZINE

State Museum, Denver, Colorado

May 9, 1946

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HELEN R. O'DONNELL

Collector of War Records

Margaret C. Norton, Editor The American Archivist 1105 South Second Street Springfield, Illinois

Dear Mrs. Norton:

Thank you kindly for your letter of April 23d in which you have given us a few more practical suggestions in regard to compiling a checklist of state documents. These suggestions are indeed valuable and help us to crystallize our ideas a little better on what we should include in our compilation.

Your suggestion is probably timely in regard to an article on this subject for the American Archivist. I would, however, prefer to wait until we have gone into this a little more completely and when we have the publication ready for distribution, then I would be able to see the problems more clearly and to corroborate all of them as a unit, and in that way perhaps give something that would be of value.

Is it possible that you have me mixed up with someone else in regard to an article in preparation for the American Archivist, as suggested by Mr. Lokke, the chairman of the Committee on Archival Research? I have not been asked to act on this committee and have had no request for an article in this respect. I have, however, been asked to write a chapter on Filing Methods and Filing Supplies for the local officials manual which is to be a product of the Local Records Committee of the Society of American

Margaret C. Norton Page Two May 9, 1946

Archivists. Just recently I was requested also to act as chairman of the Membership Committee by Dr. Buck, so it looks as if my activities might be multiple.

I wish you much success in your new job as Editor of the American Archivist. Your position is not one to be envied, yet I am sure you are going to do an excellent job for us and we are back of you one hundred per cent. If we can help you in any way let us know.

Sincerely yours.

Virgil V Peterson

Acting State Archivist

VVP:eb

1105 South Second Street Springfield, Illinois May 17, 1946

we then the transfer

Mr. Virgil V. Peterson Acting State Archivist State Historical Society of Colorado State Museum Denver, Colorado

Dear Mr. Peterson:

I got the idea that you were at present doing an article for The American Archivist second or third hand. It is possible that what was being referred to was your chapter for the Local Records manual which which you are preparing in connection with the Local Records Committee.

I am very much gratified to find that your committee actually has got to the point where it is doing some writing. Whether this manual will come cut as a separate publication or as reprints from a series in The American Archivist has not yet been decided, but I am interested anyhow. We do want you to write about the compilation of the checklist when your work has reached the point where you would be able to write us such an article.

Sincerely,

Editor
THE AMERICAN ARCHIVIST

men:lk

Members of the National Microfilm Association:

I feel that it is my duty to report to you recent developments in the affairs of your association.

As you doubtless know, a year ago arrangements were made with Mr. Wilfred Knighton, secretary of the Photographic Manufacturers and Dealers Association, to serve in a similar capacity for us. He was to provide office space and stenographic help, in addition to his own services as secretary. It was necessary that we operate on a somewhat reduced basis because of earlier expenses incurred in setting up the association before the time I became president.

Early in September your board of directors held a meeting in New York, at which time they reviewed the situation. It was felt that our membership was altogether too small to effectively perform the functions of an association. It was also stated that there were in the United States, approximately 200 potential members, whereas we had less than 30. In analyzing this situation, your board believed that one of the reasons we did not have more members was the amount of the dues.

It was suggested to Mr. Knighton that in view of the comparatively light stenographic and office load and rather small demands upon his time, a reduction of his fee would be warranted. Mr. Knighton did not share this opinion; he agreed partially in principle, but did not agree on the amount to be received for his services. Accordingly it was decided that we sould terminate the present arrangement and see if it was possible to establish the association on a different and more economical basis, and, at the same time, to extend our membership. I can report some progress on this to you. Your board also believed it advisable that the present board and officers should continue for a short period longer until such time as we re-establish things as outlined above.

Dr. Vernon Tate, of the National Archives, has agreed to act as secretary. Dr. Tate is a nationally known authority on microfilm and will be in a position to be of considerable assistance to our membership.

Temporarily mail concerning the association affairs should be addressed to me at 313 North First Street, Ann Arbor, Michigan.

Your association has paid all its expenses and has a very small balance left over from last year. Several members have already sent in their check for dues for the coming year based on the old charges. These checks have been deposited, but the funds are being held in the bank until such time as we can definitely settle the question as to what dues shall amount to in the coming year. At that time a refund will be made. It was our opinion, also, that a journal should be started, even though a small one. Also the association can be of real service to its members by use of technological, legal and marketing advice.

All of this is based upon our having a sufficient membership and the help of all of you is needed. May I please have your reaction to this report.

Eugene B. Powers

President

1105 South Second St. Springfield, Illinois October 19, 1946

Mr. Eugene B. Powers, President 313 North First St. Ann Arbor, Michigan.

Dear Mr. Power:

From conversations with representatives of certain firms which are not members of the National Microfilm Association, I have concluded that the real reason why these firms have not joined the Association is not dues but a feeling that they have the best equipment and see no reason for sharing trade scorets with other companies in other words, they are distrustful of the motives of the founders. The fact that first president, Mr. Morgan, has changed business affiliations would seem to add color to their feelings.

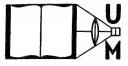
Personally I was favorably impressed with Mr. Morgan's objectives. I am glad that you are continuing to hold onto the presidency until this association is more firmly rooted. Your business reputation for stability is helpful. Certainly no one can take exception to Vernon Tate, and I am delighted that he has consented to act as secretary.

As to the matter of dues, it seems to me that you should make more of a distinction bet een classes of members. In so far as the Association is to be mutually helpful to the industry, I think high dues justified. There are many institutions, such as the Illinois State Library which ought to belong in order to keep up with the latest developments in microphotography, but which cannot justify to the budget commission an expenditure of more than 35 to \$10 a year for membership in an Association which reflects only one comparatively minor phase of its activities. Under the present set-up, I am paying personal membership dues out of my own pocket because that seemed to be the only way we could get the bulletins, etc. issued by the Association. It seems to me that you should classify your membership as Industrial, Institutional and Personal. There must be many libraries and other institutions which are interested in the subject of microphotography and who would take out a membership at a moderate cost; this in turn would help your budget measurably.

We all lamented the discontinuance of the Journal of Documentary Reproduction during the war. Whether or not there is now the same need for such a periodical I doubt. Most institutions now have or plan soon to purchase their own equipment, have fairly good ideas as to what can and can not be done with microphotography. A few years ago we were all confused and needed an authorative guide as to what equipment and methods were worth bothering with. Probably now the need for information about applications is greatest among archivists rather than librarians. Otherwise I suppose the proposed bulletin (I would suggest a bulletin rather than a magazine) would chiefly deal with the interests of the manufacturing and service end of the industry.

I will be glad to cooperate with the Association in any way I can and would appreciate being apprised on developments. I hope you will attend the meeting of the Society of American Archivists in Washington this coming week and get the reactions of our members at first hand.

Sincerely,



UNIVERSITY MICROFILMS

TELEPHONE: 2-4483 CABLE ADDRESS: "MICROFILMS"
313 N. FIRST STREET, ANN ARBOR, MICHIGAN

October 23, 1946

Miss Margaret C. Norton Managing Editor, Archives Dep't. 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

This will acknowledge with thanks your letter of October 19. Mr. Power is in Europe at this time, but when he returns, about the first of December, your letter will have his attention.

Sincerely yours,

UNIVERSITY MICROFILMS

Secretary to Eugene B. Power

NATIONAL MICROFILM ASSOCIATION

303 LEXINGTON AVENUE • SUITE 208-A

NEW YORK 16, NEW YORK

MUrray Hill 6-4782

Reply to: 313 N. First St. Ann Arbor, Mich.

December 27, 1946

Miss Margaret C. Norton Managing Editor, Archives Dep't. 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

Upon my return from Europe I find your letter of October 19 for which I wish to thank you. Your comments are certainly most helpful and we will take them into account when planning future activities of the Association.

I expect to be in New York attending the meeting of the American Historical Association on December 27 and 28. At the same time I'll be seeing Dr. Tate and we are now going ahead definitely with the program for the Association, which I hope will be worthwhile. You will hear from me later.

Sincerely yours,

NATIONAL MICROFILM ASSOCIATION

Eugene B. Power President 4111 N. Fourth St. Arlington, Va Aug. 4, 1946

Dear Miss Norton,

The

report to you that almost in the last minute, we had to give up our idea of a tripe to the Middle West. Kale insists on my seeing a vice alist in New York and then having a quiet two weeks, which will be all the vacation I shall have before the turmoil of our Fall registration begins. I must admit that my health has not been holding up too well under last year's heary strain and that the the cause of the strange from spells that his me heriodically should be cleared up. So I had

to give in , which means postporning our trip until a later time. I imagine the best thing will be to plan a special trip to springfield and not to try to the my not in with a summer vacation.

The news about jour loss of office space and of the diminution of your staff has come as a shock to me. Spring field always seemed the brightest spot in the total archives picture outside blashwigton. I am very much afraid that our archivel agencies are becoming the first victims of the imminent postwar drive for economy. Amapolis too is in a difficult position, because Radof finds it in creasingly difficult to fill varancies on his staff will the small

salaries le can pay.

The Second Intensive Training Program has been quite successful I think. The names of the trainees you will find in the news note I groke for Karl Trever. Since more Rau two kirds of the group found it porn ble to stay on for the fourth optional week of the mogram we shall make it a straight fourweeks affair next year. That will make it much easier to make a really good short and to deal more adequately with the inosmous subject matter. Helen and I are knishing of setting up a model univasiz archives at The American University and use it for purposes of demonstration. It will not be too difficult if we can get a little clerical helps and it could be described in the American Avolusist

to eneaurage other univarities and colleges to do the same thing.

My sest congratulations on the first issue of The American Archivist to come out under your editorships. I am most sukusiastic about the change of direction and about the inclusion of the various new features. It was timely and necessary to increase the usefulness of the journal to eustodians of smalle institutions. I am particularly interested in the needs of this groups which indudes many roy fine people, and I wish they would also actively contribute to The American Archi vist so as to make it that they want. I am permanently in touch with many of my former Summer traines and shall certain of encourage them to sent in articles and queries.

Did I eses tell you that I'm serving on the Adrisony Committee of the Swanthmore College Peace Collection which I hope will develop into the archival depository for the premanently valuable records of American peace organizations. I am enjoying it vay much to be able to help with practical problems after so many years of therizing. Before long, the Curator Miss Ellen Starr Brinton on the Assistant Curator should be able to write a little article on the collection for the American Archivist.

Kase 455 les to be remembered to gon.

Sincerely,

Fruet Posuer

Common Cherrich August 9, 1946 Dr. Ernst Posner 4111 North Fourth Street Arlington, Virginia Dear Dr. Posner: All summer I have been saying to myself. "I must not forget to talk this over with Dr. Posner when he's here; or to show him that item", so you see how very disappointed I am that Mrs. Posner and you are not going to be able to get to Springfield this summer. I am even more disappointed to learn that the cause is that you are not feeling well. So Ear I have not noticed any discussion of the matter, but I am wondering if one of the bitter penalties of the war which we are to have to pay may not be the depletion of the vitality of our University Professors. After their strenuous efforts to revamp their curriculum to meet their new needs they are suddenly plunged, most of them with no vacations whatsoever, into mass education on a scale never before attempted. You know and I know that the real teaching is done in small groups where the professor and the students have a chance really to know each other. I do hope that you and your colleagues will spare yourself for the future, even if for the next year or two you do not do as high quality teaching as you would like to do. I hope that some of your students will begin to write for THE AMERICAN ARCHIVIST. One of the things which I am finding it rather difficult to break down is the reluctance of archivists from smaller institutions to write. They feel an inferiority complex apparently, and yet their own everyday problems would probably produce articles of much greater value to other people in the same types of institutions than some of the learned articles which we have been having. It is not my intention to discontinue the publication of scholarly articles, but I am hoping for more practical material. I hope that Miss Chatfield and you will before long break down and allow us to publish some of your own lectures, especially those before this short course group. Congratulations upon your appointment to the Advisory Committee of the Swarthmore College Peace Collection. This collection will parallel the Hoover Collection in Leland Stanford University, and I hope will secure sufficient financial backing to make it as valuable. I noticed that two of your students this summer were from that institution. I hope you will try to get miss Ellen Starr Brinton to write something on this collection as soon as she is able to do so.

I am printing the letter you received from your old-time colleague at Berlin. Karl Trever thought possibly that it should have been shortened, but I felt it was too good to leave out a single word. Maturally we are not using your name in connection with it, however. My heart bled for you when I read about the destruction of the archives to which you have given most of your professional life. Even though you had never expected to return, it must have been very sad to hear about the probable destruction of so large a portion of those records.

We shall be looking forward to a long visit from Mrs. Posner and you as soon as it is possible.

Sincerely.

monilk

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A. S. McKENNA · TREASURER

December 6, 1946

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

From time to time in the past we have had occasion to use the AMERICAN ARCHIVIST as a source of material for the publication WESTON'S RECORD which we produce for our client Byron Weston Company. In the April, 1946 issue there is a particularly informative article on Rebinding Public Records which should be of special interest to public record keepers and if we may have your permission to do so, we would like to reprint it in WESTON'S RECORD. Mr. Schneider has written articles for us before and we have written today asking for his permission to use this material. We can assure you that the AMERICAN ARCHIVIST will receive proper credit and that the material will be used only in the event that we receive your approval and that of Mr. Schneider.

Very truly yours,

WALTER B. SNOW & STAFF, INC.

HP:BW

December 9, 1946

Mr. Harold Pyne Walter B. Snow & Staff, Inc. Statler Building WeshingtMassachusetts.

Dear Mr. Pyne:

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There is no objection whatsoever to your reprinting Mr. Schneider's or any other articles from The American Archivist, in Weston's Record. The latter periodical goes to an entirely different clientele and would really be more useful there than in our own periodical. As the (comparatively) new editor of The American Archivist I am anxious to get articles and short things on subjects of interest to the smaller archival agencies especially as they deal with local officials. It should be mutually beneficial for us to exchange articles and authors occasionally.

Thank you for wanting to reprint Mr. Schneider's artcile.

Sincerely,

MANAGING EDITOR



HALL OF RECORDS

ANNAPOLIS, MARYLAND

August 7, 1946

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

I should have written earlier to congratulate you on the July number of The American Archivist but the end of the fiscal year and one thing and another have prevented. But it is not too late to tell you that I found your first issue to be a remarkable improvement over anything in the past. I wish you increasing success in the future.

Would you permit me to make one suggestion? I agree with you that Archivists should read each other's reports, but I doubt very much whether they do. It seems to me that there is more to be learned from the experience of our colleagues than from any other single source. The unfortunate part of it is that the reviewer feels pretty much constrained to pat someone else on the back and that is, of course, worthless. What I would suggest is that some one or two persons be asked to take care of all of the reports during the course of the year and review them all together. This review would probably be as long as any other article but I don't think that would really be a waste.

I would volunteer to help you with these reports, but I have been enjoying uncertain health again, and it is about all that I can do now to keep my job here going. In addition I have lost half my professional staff, four out of eight, during the last few months and I have found no replacements. It is a problem now to know how to keep the place open. I am at present writing my annual report for the year ending June 30. It was the biggest year in every way that we have ever had; it is all the more painful now to have to abandon everything but bringing books out to the customers, and that looks like the extent of our work for the coming year. The trouble, of course, is that our salaries are so low. As an example, the salary which Illinois offered to Mrs. Hartsook was exactly double what she received here!

Kindest regards,

Sincerely yours,

Morris L. Radoff,

Archivist

Dr. Morris L. Radoff, Archivist Hall of Records Annapolis, Maryland

Dear Dr. Radoff:

Thank you very much for your kind letter of August 7 in relation to the July AMERICAN ARCHIVIST. If we can get the kind of articles I want, I think you will see a consistent improvement in our journal. Some of our state archivists are still too modest and are not yet in the mood for writing practical articles. The short article and picture on your parchment stretcher sent in by Mr. Skordas is exactly the sort of material which I think our readers want.

I like your suggestion that we have one or two persons take care of all the reports and review them altogether. I will send this suggestion on to Mr. Woods, our Reviews Editor. Just at present there seems to be little else except routine reports being published right now.

Some archivist recently suggested that archives departments flourish in times of depression and run into financial difficulties in good times. Apparently we are all on the same boat in this matter. I have lost 5 out of 8 of my staff and so far have had only one replacement. We were very much disappointed that Mrs. Hartsook took the other job. As you know, we offered 4 positions in 3 separate classifications in our April Civil Service examination. Mrs. Hartsook passed a splendid examination, but there was only one other person who half way qualified and that person apparently when the totals were added did not make a passing grade. Some people said our examination was too stiff. We did this deliberately, because we felt the Assistant Archivist selected now should be definitely in line to succeed me when I retire in a few Most of the 9 persons who took the examination for Assistant Archivist were frankly bluffing or else obviously had no grasp whatsoever as to what it was all about. No one even applied to take the examination for Field Visitor. As I told Miss Rogers, I would much rather limp along with the very small staff which I now have than to take on people who never would become archivists. I hope that in a year or so some of the returning veterans will have found themselves and that we may have better luck in picking up

assistants. Archivists all over the country are complaining of budget cuts and their inability to attract the right type of archival assistants. I am sorry indeed to hear that your health is poor again. We were all hoping that you had finally turned the corner and were going to be perfectly well once more. Ill health is a particular handicap when you have an inadequate staff as I know by bitter experience of the fortunately now far distant past.

Sincerely

Editor

mon:lk

MORRIS L. RADOFF



HALL OF RECORDS

ANNAPOLIS, MARYLAND

October 24, 1946

Miss Margaret C. Norton Editor, The American Archivist Archives Department Illinois State Library Springfield, Illinois

My dear Miss Norton:

I should like to give you the policy of the Hall of Records in regard to the questions which you ask on page 276 of the October Issue of The American Archivist.

- 1. We do not permit patrons to use their own cameras in reproducing Maryland public records. There are several reasons for this restriction. In the first place, we have never found any portable cameras which make reproductions well enough so that we are not called on later to make retakes. In the second place, the use by our patrons of their own cameras inevitably disturbs the work of our own photographic department, which, as you know, is continuously occupied with the reproduction of county records. We will sell photographic copies to any one who has a legitimate use for such records. For other restrictions see below item No. 2.
- 2. We do not permit documents which are reproduced at the Hall of Records to be sold, to be reproduced again or to be published without our specific permission. The attention of patrons is called to these regulations simply by a verbal explanation.
- 3. We have no restrictions on the use of unpublished source materials except that some legitimate purpose must be indicated. I would, under no circumstances, refuse such records to any researcher if I knew that the materials would be published by the Hall of Records at some later date or by anyone else. I would certainly not attempt to distinguish between an amateur and a reputable competent historian.
- 4. I have no legal right to withhold any manuscripts except that their use is subject to any regulations which the Hall of Records Commission or the archivist may consider to be necessary

for their protection. It is quite possible that any regulation of this kind could be challenged in the courts. In Maryland that would be done by asking for a writ of mandamus from the Maryland Court of Appeals. Several years ago I was threatened with such action when I refused to permit a researcher to make tracings of seals but nothing came of it. I am confident, however, that should the Court of Appeals ever consider any such request the Hall of Records regulations would be sustained since I believe them to be as free and liberal as possible.

- 5. County officials do object to permitting the Hall of Records to make copies of their records for fear of losing fees. State officials do not object because none of them are fee officers in Maryland. Moreover, most of the county officials do not object because, while they are all fee officers, they cannot retain more than a certain limit set by statute and most of them receive a surplus which they are required to deposit to the account of the Treasurer of the State of Maryland. In the case of the few county officers who do not, in the course of the year, receive sufficient fees to reach this annual maximum, there is some difficulty. We have allayed some of this objection by the passage of Chapter 896. Acts of 1945. This act requires the Hall of Records to deposit in the County Court Houses copies of the original land records which are removed to the Hall of Records. These copies are certified by the archivist and thereupon they are "entitled to the same legal force and effect as the original land records from which such reproductions were made. " In other words, the County Clerk is permitted to make copies of these photostatic copies and to certify them under the seal of his court. You can understand that after all of this it is fairly easy to persuade county officials that there is too little lost in fees to be worth any objection.
- 6. We do not furnish any one with free uncertified copies of any of our records.except where the archivist judges it to be proper to do so. For example, I never make a charge when the copies are made for some other archival or historical institution. Should they require certified copies -- and this has never occurred -- I imagine that I would have to charge them for the certification itself in order to satisfy the State Auditors.
- 7. I never charge other governmental agencies for copies made of records on deposit at the Hall of Records, that is, if the copies are necessary in the functioning of their offices. If, on the other hand, this copy has been requested by some private individual, I will make a charge. For example, if the Attorney General requires a copy of the charter of the B. & O. Railroad for the use of the railroad, I will make a charge whether the order comes directly from the B. & O. or the Attorney General. I think you will understand why this is necessary. No state officer has ever objected

. . . .

to it when it has been explained to him. In addition, since we have the only photostatic and microfilm equipment in Annapolis I am often called upon to make copies of records not in our possession for other state offices. I do not know whether I am legally required to do so, but I feel that as a part of the administrative government of the state I should do everything which my staff and my equipment can do to facilitate the functioning of the state government.

- 8. I am not required by law to furnish free copies of certain types of records for the use of veterans, veterans' organizations or other private persons or corporations. I would certainly do everything in my power to prevent the passage of such a law.
- 9. Rather than summarize the state laws which affect our powers and duties with respect to making copies of public records, I shall enclose you herewith copies of the two acts which are pertinent (Acts of 1941, Chapter 431 and Acts of 1945, Chapter 896).

Very sincerely yours,

Morris L. Radoff,

Archivist.

MLR/rdb enclosures

HOUSE BILL NO. 130 ACTS OF 1941 Chapter 431

- AN ACT to add to Article 54 of the Annotated Code of Maryland (1939 Edition), title "Land Office", a new sub-title "Public Records", to follow immediately after Section 49 of said Article, and one section to be known as Section 51A and to follow immediately after Section 51 of said Article, relating to transcribing or reproducing certain public records.
- SECTION 1. Be it anacted by the General Assembly of Maryland, THAT a new sub-title "Public Records" be, and it is hereby added to Atticle 54 of the Annotated Code of Maryland (1939 Edition), title "Land Office" to follow immediately after Section 49 of said Article.
- SECTION 2. And be it further enacted, THAT a new section be, and it is hereby added to article 54 of the Annotated Code of Maryland (1939 Edition), title "Land Office", said new section to be known as Section 51A to follow immediately after Section 51 of said Article and to read as follows:
- 51A. Whenever any court or other public records are required to be transcribed or reproduced for any reason, such copies may, in the discretion of the official charged with making such transcription or reproduction, be made or reproduced by photography, photostating or any similar process instead of re-writing or typing. For that purpose such records may be sent to the Commissioner of the Land Office or the Archivist of the Hall of Records for such period as may be required for their reproduction; and all expenses of shipment and reproduction shall be paid by the official or agency having the copies made.
- SECTION 3. And be it further enacted, THAT all laws or parts of laws inconsistent with this Act be, and they are hereby repealed.
- SECTION 4. And be it further enacted, THAT this Act shall take effect June 1, 1941.

CHAPTER NO.....

A BILL ENTITLED

AN ACT to repeal and re-enact, with amendments, Section 127 of Article 41 of the Annotated Code of Maryland (1939 Edition), title "Governor—Executive and Administrative Departments," sub-title "Hall of Records Commission", providing for the photostatic or photographic reproduction of certain land records and the deposit thereof in the offices of the clerks of courts.

EXECTION 1. Be it enacted by the General Assembly of Maryland, That Section 127 of Article 41 of the Annotated Code of Maryland (1939 Edition), title "Governor—Executive and Administrative Departments", be and it is hereby repealed and re-enacted, with amendments, to read as follows:

127. Every State, county, city, town or other public official in the State in custody of public records or documents is 3 hereby authorized and empowered, in his discretion, to turn over to the Commission and deposit for preservation any 5 original papers, official books, records, documents, files, news-6 papers, printed books, or portraits, not in current use in his 7 office, and when so surrendered, and accepted by the Commission, copies may be made and certified under the seal of the Commission upon application of any person, which cer-10 tification shall have the same force and effect as if made by the officer originally in charge of same, and the Commission 11 shall charge for such copies the same fees as such officer is 12 allowed by law to charge, which fees shall be accounted for and paid into the State Treasury.

13 14 Whenever any land records of any court have been turned 15 16 over to the Commission and deposited with it for preservation 17 and so accepted by it, the Commission is hereby authorized and directed upon the written application of the Clerk of the Cir-18 cuit Court for any county or the Clerk of the Superior Court of 19 20 Baltimore City and with the written approval of a Judge of 21 said Court, to make photostatic or photographic reproductions of such land records, the expense thereof to be borne by the Commission; and such photostatic or photographic reproductions, when so made and certified under the seal of the Commis-24 sion, shall be deposited by the Commission in the office of the 26 clerk of the court making said application and said reproduced 27 land records when so deposited shall be entitled to the same 28 legal force and effect as the original land records from which 29 such reproductions were made.

1 SEC. 2. And be it further enacted, That this Act shall take 2 effect June 1, 1945.

sua October 29, 1946 Mr. Morris L. Radoff, Archivist Hall of Records Annapolis, Maryland Dear Mr. Radoff: Your letter of October 24, 1946, has been received in the office of the State Archivist, Miss Margaret C. Norton, who is at present out of the city. Your letter will be placed on file and brought to her attnetion when she returns early in November. Very truly yours, SECRETARY OF STATE AND STATE LIBRARIAN Library EJB: ES fo

November 18, 1946

Dr. Morris L. Radoff, Arc hivist Maryland Hall of Records Annavolis, Maryland.

Dear Dr. Radoff:

norman z

Your letter of October 54, 1946, should have been forwarded to me while I was on vacation. Instead of that, it got filed, and it was only by accident that I stumbled across it yesterday while looking for something else.

Thank you very such for your detailed and patient answering of the questions propounded in the last American Archivist. The Rev. Thomas Mc Avoy of N otre Dame and you were the only persons to reply, such to my disappointment. I shall run a statement in the January issue to the effect that I will wait for further replies before giving a surmary. I am rather discouraged over the failure of state archivists to take an active part in producing copy for the magazine, though they certainly criticized for. Pease for not publishing more articles of interest to them. I suppose it will take time to overcome their shyness or shatever it is that is keeping them away from pen and paper.

We were all greatly disappointed that you were not able to get to the Washington meeting. Mr. Thomas said you boped you might be able to make it for a least a part of a day. I do hope you will find relief from your askment which has handicapped you the past few years. It would seem that with all these new vitasins and serums they would find something to help you.

We were interested to hear that there may be a chance to get Mrs Hartzook after her one year contract has expired. Everyone spoke very highly of her, and we were certainly impressed by her examination paper. Of course, if a qualified person comes along, we shall have to take him or her, but there seems no immediate prospect. Under our civil service rules she has a chance to turn down three jobs in two years. I do not know whether that can be a second chance at the same job, but I would think so.

Sincerely,

Miss Rogers: These letter first came and showen't answered it, so I want the letter back. Stink you will fring the and pulaps quotable to the Budgetany Commission W. C Norton De. 19, 1946



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HALL OF RECORDS ANNAPOLIS, MARYLAND

December 16, 1946

Miss Margaret C. Norton Archivist, Illinois State Library Springfield, Illinois

Dear Miss Norton:

Many thanks for your nice letter which arrived this morning. I would like to make some comment on it before it slips my mind.

First, on the matter of salaries, I happen to know that Mrs. Hartsook was offered a good deal more than \$2,700. in Washington before she accepted the position in Germany, which paid even more. As a matter of fact, since the recent increases at the Hall of Records the two Assistant Archivists receive more than that amount, although the minimum is less. I have hopes too of getting these salaries raised as soon as the legislature meets next month. I advised Mrs. Hartsook to take the Illinois offer, as did Dr. Posner, but I am afraid that the larger salary was more eloquent than we were. I think she will choose the same way on her return.

I have followed a different policy than yours in the matter of vacancies. I have certainly had my share of them, but since I have managed to stay out of the Maryland Civil Service I have been free to get people wherever I could and without requiring them to pass an examination. For example, my positions which are classified as Junior Assistant Archivists are sometimes filled by people with historical training, sometimes with library training, sometimes by typists and sometimes by people who start out without any skill at all. So long as I can maintain a supervisory staff, I have found it possible to get useful work done by the other members of the staff no matter what their skills. Although we put great emphasis on indexing, because as you say, in the end it saves a lot of time, our indexes are ever so much simpler than yours.

Each year when I teach the indexing class for Dr. Posner your system is taught first of all. The flaw in it, of course, is that it does require skilled technicians. They are very rare and they are expensive. Another complication is that as soon as any one with archival training can command a salary of \$3,000.00, or better, he expects to be in a policy-making position and somehow feels that indexing is quite below his dignity. I do not share this attitude, but I know it exists. As a

result of our policy I am able to report each year in my annual report a sizable increase in our index holdings. As time goes on we find we are able to answer a greater proportion of the queries which come, either in person or by mail, with the expenditure of less and less time. I have had some distinguished archival visitors who, after examining our indexes, have found them lacking in many respects, but I am more and more convinced that our policy has been justified. We can always find an individual in our cards even though they tell little about him.

My best wishes to you for a happy holiday season and a good New Year.

Very sincerely yours,

Movin & Dell

Morris L. Radoff, Archivist.

MLR/rdb

1105 South Second Street Springfield, Illinois April 15, 1946

Rockwell Barnes Company 35 East Wacker Drive Chicago 1, Illinois

Dear Sirs:

Please send me information concerning your Rock A File filing cabinets.

Yours very truly.

Mditor American Archivist

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Dr. 7. Poy Director of Archives Government of India Imperial Record Department New Delhi, India.

Dear Dr. Roy:

Pr. Ten's Presidential address arrived some weeks ago, and I wish to thank you for your kindness in sending it to me. I was very much interested, though I must admit I know next to nothing about the History of pre-British India.

It is towaised by self that when I replied to your last letter and more particularly wrote to thank you for Dr. Sen's address that I would enclose an article for your own journal. Also, between extra work because of staff shortages and the work of editing The American Archivist I have had such a drain on my energies that I haven't been able to write anything but the necessary journalistic potboilers for Illinois Libraries, nothing suitable for nor interesting to Indian readers. I am now sorking on a paper to answer the perennial question, "What does an archivist do anyhow?" Then and if I finish this, perhaps it might be of interest to you as embodying my own philosophy on the subject. If I like it well enough, I will submit it to you.

Your Mr. Chakrevorti had a very interesting exhibit at the National Archives in Woshington on the occasion of the annual meeting of the Society of American Archivists. Unfortunately no opportunity came for me to meet him, though I wanted to talk with him. He seems well liked, especially by the younger crowd.

Your article on the preservation of palm-leaf manuscripts and on the reactions of sulpharsenic on paper sound like something I believe would very much interest the readers of The American Archivist. In fact, we are all watching your technical studies on paper and other record materials and would like to know more about them. Could we reprint some of your articles along this line? I suppose it would be cheaper for us to have our own cuts made from your photographs than to try to borrow your cuts. I suppose the particles exhibited at Washington were taken for your article. We will of course return the photographs if you can let us have them.

And while we are on the subject, would it be possible for you to exchange your review for our American Archivist? I suspect such an exchange might be mutually beneficial to us two editors hunting for clippings.

Sincerely,

MANAGING EDITOR

Dr. Nelson Vance Russell Carroll College Waukesha, Wisconsin.

Dear Mr. Russell:

Miss Paige from Coe College, Iowa, came through here recently and told me about your new job. You are the first alumnus of The National Archives to become a college president! Personally I still prefer archives work to teaching, and I know I would not like to "peddle education to the millionaires" as I once overheard former President Hutchings say in an off moment. About all I know about Waukesha is that there is an old Indian mineral spring there and your college. I have heard people say that the social life on the University of Wisconsin campus is the most delightful of that of any American university. I hope you are finding a similar condition in your new community. Often a small college has an atmosphere that cannot be matched elsewhere - at least that has been my experience. I hope you are in a masical community for I remember you grand piano, and know you had many opportunities to enjoy music in your last position.

As you can see, I know very little about what I have been trying to talk about in the fixest paragraph of this letter, because I know too little about your new job. I do know, however, that I hope with all my heart that Mrs. Russell and you are going to be contented in your new environment, and heartily wish you success.

Sincerely,

No.F.49-4(a)/45-P.
GOVERNMENT OF INDIA.
IMPERIAL RECORD DEPARTMENT.
New Delhi, the 28th September, 1945.

Dear Miss Norton,

Permit me to convey to you my deep appreciation of your stimulating Presidential address delivered by you at the 6th meeting of your Society. What particularly interests me in the address are your observations on the need of legislation to prevent wanton destruction of historical records. The problem has been engaging the attention of the Indian Historical Records Commission for sometime past. We are still without a law restricting unwarranted weeding out and destruction of records, and are still far away from having a public records office properly so called that would take over privately owned historical documents with a view to rescuing them from the inevitable consequences of neglect and oblivion. Although the efforts of the Commission in this behalf have so far been in the nature of propaganda rather than any effective measure, it is encouraging to note that in its recent report on post-war reorganisation of archives it has made some definite recommendations for enactment of laws authorising both Central and provincial record offices to take over historical records and manuscripts from parties willing to part with them and prohibiting their export and, destruction.

One other recommendation of the Records Commission that will probably interest you relates to the publication of a journal on the archival science. The recommendation has been accepted by the Government of india who have entrusted the Imperial Record Department with the task of bringing out a quarterly journal devoted to the subject. The enclosed statement sums up the aims and objects of the journal which are in short to disseminate useful information on the science of archives-keeping and archives preservation among Indian students of the subject. It is also part of our plan to publish original notes or articles describing the latest matheda advances made in the science in countries outside India and it is needless to say that the success of this will to a large extent depend on the co-operation we can enlist of non-Indian archivists of your eminence and accomplishments. May I therefore solicit the favour of your sending us a note on some aspect of the science with special reference to your personal experiences in

Imperial Record Department. (contd. page 2)

your Library. We would also welcome notes describing any new project that the archived department of your Library may have stapted or have in view. Would it also be possible for you to put us in touch with some scientific Associations or firms interested in the preservation of records who may be willing to co-operate with us and furnish us information on the work done by them? This would help us to maintain an efficient archives news services for the Indian Public. It is needless to add that any assistance and advice given us in this behalf will be gratefully appreciated and fully acknowledged.

With apologies for troubling you,

Yours truly,

(S.N.SEN)
Director of Archives,
Government of India.

Miss Margaret Worton, President, Society of American Archivist & Archivist, State Library, Illinois.

Qupta.

INDIAN ARCHIVES.

A Quarterly journal on Archives-keeping and Archives preservation to be published by the Government of India.

- l. AIMS AND OBJECTS. The aims and objects of the journal are to supply up-to-date information on the Science of Archives-keeping and Archives-preservation. It will include not only the results of investigations and experiments carried out by the specialists in India but also reproduction in extenso or in an abridged form of important articles that may appear on the subject in British and Foreign Journals.
- 2. PRINCIPAL SECTIONS OF THE JOURNAL. (i) Articles of general interest to Archivists, Librarians, Scholars and others interested in Archives-preservation and in other Archival materials.
- (ii) Technical articles and research papers dealing with equipments and materials required for Archives-preservation, as well as scientific procedures of preservation and repair and records and related processes.
- (iii) Descriptions of projects which have been planned or completed or are under way with complete technical data.
- (iv) Reports of announcements by manufacturers of new equipments and supplies.
 - (v) Articles and notes on documentary reproduction.
 - (v1) Questions and Answers.
 - (vii) Miscellaneous notes of interest.
- (viii) A section dealing with the progress achieved in the science in foreign countries. (This will six include extracts and translations from foreign journals).
- (ix) Bibliography and review of materials and publications in Archival Science.
- (x) An abstract of the subjects of research taken up by the scholars working in Archives in India and a periodical review of the progress made by them. (The object of this section is to co-ordinate efforts of scholars working in the same field and to eliminate over-lapping).

No.F.49-4A/45-P.
Imperial Record Department,
New Delhi, the /// December 1945.

Dear Miss Norton,

Many thanks for your letter of the 23rd October and the kind comments you have made on the work that the Imperial Record Department has been doing in the physical protection of records. Although owing to the dislocation brought about by the war we have of late not been able to do much in these respects, we expect better times ahead and propose to resume all our normal activities as soon as we are able to acquire the necessary scientific equipments. It will perhaps interest you to learn that we have already secured a microphotographic apparatus and expect shortly to put it into operation. We have also arranged to depute one of my assistants to National Archives, Washington to have training in the Microfilming technique as well as in the methods of preservation obtaining at that institution. If possible, I will include in his programme a visit to your Library to enable him to have a first-hand knowledge of the work being done there.

I am much grateful to you for placing my name on the free mailing list of your staff bulletin, and for permission to use any material published in this as well other publications of your Library. It is needless to add that credit will always be given to you for anything that we may borrow from you.

I have asked my office to send you under a separate cover a copy of the Proceedings of the 21st Session of the Indian Historical Records Commission held in 1944. The Proceedings of the 22nd Session will be sent you as soon as it is ready. I am also enclosing

enclosing a list of Publications issued as well as planned by us and shall be glad to supply you copies should you ask for them.

I have every confidence that an exchange relation between your.

Library and my Department will be productive of much good to both of us.

Your assumption that my department is a subscriber for the American Archivist is correct. My Department is, besides, an institutional member of you Society. I have already written to some of the institutions which figure prominently in your journal and am glad to be able to say that our project has received enthusiastic response from almost every place. As suggested by you, I shall write to President Morgan of the National Microfilm Association. I have no doubt that his advice will be of great help to me in planning the microphotographic Laboratory we have in view.

It has been exceedingly nice of you to agree to write for our Journal. I have every confidence that an article from your pen will enhance the value of our Journal considerably. I will also consider it to be a further favour, if you could get some eminent archivists of your Society to write for us. Would it, for instance, be possible for you to approach Dr Ernst Posner on our behalf and request him to contribute an article dealing with some aspects of European Archives during the last emergency. An article from an archivist of his erudition and experience will be highly appreciated by Indian readers.

I would solicit your help and advice with regard to a further matter. We have in view a new archives building to find accommodation for the records that we have yet to take over from the different Government

The problem which is particularly troubling Government Departments. us relates to shelving arrangement. Broadly speaking, we have two kinds of records --- bound volumes measuring from 162" to 203" inches lengthwise and unbound records kept either in bundles or card-board boxes with a depth of 3 to 12 inches. But as the bound volumes are kept horizontally we have been compelled to leave a space of over 20 1/2 between the shelves in the stacks. This naturally involves an enormous wastage in spaces. One way to tackle the problem is of course to have entirely separate stack - units for the bound volumes and the unbound records. In the first case we shall have to leave a space of 205" between the shelves as now. But in the second case our purpose will very well be served if we permit a space of 12". But I should like to know how you have solved this difficulty in your library. I am aware that the archivist of Illinois is in favour of vertical filing for all kinds of records, bound or unbound. But I am afraid, it will not be possible to adopt such a system for our records, the most of which date back to the 18th century and require specially careful handling.

with renewed thanks,

Yours very sincerely,

(S. N. Sen)

Director of Archives, Government of India.

Miss Margaret C. Norton,
President, Society of American Archivists,
Illinois State Library,
Springfield, Illinois.

A. K. C.

A SELECT LIST OF PUBLICATIONS ISSUED.

- 1. Proceedings of the Indian Historical Records Commission.
- 2. Calendars of Persian Correspondence, 1759-1787, Volumes- 1, III-VII.
- 3. Imperial Record Department (Historical Research) Rules.
- 4. Quide to Archives in India and Europe.
- 5. Bengal and Madras Papers being a collection of documents regarding the early history of the English in India (1670-1795) compiled by Sir G. W. Forrest from various sources, 3 volumes.
- 6. A Selection of Bengali Political Letters, 1772-1820.

 Records in Oriental Languages, Volume I. (With an English Introduction and synopsis in English of each and every document reproduced in the Volume) edited by Dr. S. N. Sen, M.A., Ph.D., B. Litt. (Oxon.).
- 7. Index to the Land Revenue Records of the Government of India, (1830-59), 2 volumes.

A SELECT LIST OF PUBLICATIONS PROJECTED.

- 1. Indian Record: Series.
 - (i) Fort William- India House Correspondence, 1748-1800 (to be published in 20 volumes.)
 - (ii) Official Writings of Indian Governors-General and other administrators. (This series will be started with the papers of Sir John Shore).
 - (iii) Indian Travels of Thevenot and Careri.
 - (iv) Correspondence of Lt. Col. James Browne with Warren Hastings (1782-85).
- 2. Records in Oriental Languages:-
 - (i) Mindi Political Letters (1787-1820)
 - (ii) Marathi (1779-1820)
 - (iii) Sanskrit documents (1779-1854)
 - (iv) Tamil Letters (1824-1864)
 - (v) Kanarese Letters (1791-1820)
 - (vi) Persian Akhbars (1777-1803)
- 3. Calendar's of Persian Correspondence.
- 4. Indexes to the Records of the Government of India in the Foreign and Political Department.
- 5. A Handbook to the Records in the Imperial Record Department, (1748-1880).

To Mr. S. N. Sen JAN 23 1946

Director of Archives
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New Delhi, INDIA
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February 13, 1946

Dr. S. N. Sen. Director of Archives Government of India Imperial Record Department No.F.49-4A/45-P New Delhi, India

Dear Doctor Sen:

Owing to a congestion in the State Library's shipping department, the file of Illinois Libraries, our staff bulletin, from 1939 to date, did not go out until the 23rd of January. You should receive them in due course. As I said in an earlier letter, you are at liberty to use or to adapt any material found on these periodicals.

One reason for my delay in answering your letter has been that I was waiting to inform you that I have just been elected Editor for The American Archivist, the journal of the Society of American Archivists, to take the place of Professor Theodore C. Pesse, resigned. The first number which I will edit will be the July issue.

So far I have been unable to get promises of any articles for your journal. Professor Ernst Posner requested me to express his appreciation of your invitation for him to contribute and his extreme regret that he will be unable to do so in the immediate future. Professor Posner has just been made Dean of the Graduate School of American University, a very responsible position even for an American bern educator, and perticularly difficult for someone who has been in this country for such a comparatively few years. Professor Posner feels that he must for the next year or two at least, give all his attention to making good in his new position.

It occurs to me that it might be desirable for you to prepare two or three paragraphs outlining the purpose and plans for your Indian journal and inviting American archivists to contribute. This could be published in The American Archivist. Thile it probably will not actually bring articles to you, it should put you on mailing lists of institutions who might not otherwise thing of you.

I have not forgotten my own promise to write an article for you. This winter we have been working so much overtime that I have not so far found mither the time nor the energy to do so.

Possibly after you have received and read some of my articles, you would have more specific suggestions to make concerning points you would like to have me discuss in such an article.

You ask advice concerning your shelving arrangements. For the bound volumes we suggest 12-inch deep library type shelves on which the books can stand upright. For little used books and larger books which have to be handled we suggest a sliding shelf such as was built to our specifications. The Virginia State Library made a substantial saving in space by a special design of bracket shelves which permit continuous shelving. Standard library shelves, as you know, are three feet long. This means that for archival volumes laid flat there is a waste of about six inches at the end of each shelf. The Virginia State Library shelves eliminate partitions. I will not try to describe either of these shelves more fully, because I expect in an early issue of the American Archivist to publish detailed drawings and full specifications for these shelves.

For our unbound records we use commercial type filing cabinets in which the records are filed upright. A great many
archivists prefer horizontal filing in comparatively small boxes
such as those you seem to be describing. We had a lively debate
upon the relative merits of boxes and filing cabinets at the
Movember meeting of the Society of American Archivists. Presumably this debate will be summarized in the January issue of The
American Archivist.

I suggest that you write to Mrs. Virginia Leddy Gambrell, Dallas Historical Society, Hall of State, Dallas 1, Texas. Mrs. Gambrell has been the Chairman of the Society's Committee on Equipment for several years and has given considerable study to such problems. She should be able to give you some help.

I promise to be a better correspondent in the future.

Sincerely,

Archivist

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No.F. 70/3/407.

Government of India,

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session. This intege you will like to be to be to be to some side of our

Many thanks for your kind letter of the 11th June. It is extremely gratifying to learn that you are sending us copies of the American Archivist for April 1938 and January 1942 National Association of State Libraries Papers and Proceedings and Illinois. Blue Book 1939-40. As regards other articles in which we are interested I am writing to the individual authors. I shall most certainly write to you again in case I continue to be unsucessful in obtaining copies.

Since writing to you we have got a copy of Emmet J.

Leahy's " A study of European Archival Fractice ". For this we are grateful to Dr. Solon J. Buck who has been taking a sympathetic interest in our activities. As regards Casanova's and Konarski's works I am asking to Dr. Buck if he has draft translations ready with him.

May I take this opportunity to remind you of your promise to write an article for our projected journal? The first number of this quarterly is scheduled to be published in October next and we expect to publish in this issue some interesting notes on the preservation of palm-leaf manuscripts and of the reactions of sulpharsenic on paper. It will be needless to add that an article from an archivists of your eminence and erudition will go to enhance the value of the journal considerably.

Under

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Sen's Presidential address to the Indian History Congress 1944

Session. This I hope you will find to be of some interest to you.

edical property of each that you are sending he copies of the halfficen prohitist for april 1938 and January 1942 Tellon (No. 20)

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Leaby's "a study of Laropear archival Fractice ". Conthis we set grateful to in. Golon J. Buch who besteer 'extra 20 MaA patho - to interest, in our activities. As require Casanove's and Lonersu's works I so asting to or. Suck if he see draft translations ready with him.

May 1 *eke this opportunt, or remind you of your promise to write so writes to cor projected yourself. The liret number of this quarterly is scheduled to be published in October next and we says to publish in this issue some interesting notes on the presention of palm-less manuscripts and the reactions of supphersente on paper. It will be needless to sld that an exchions of supphersente on paper. It will be enthence and endition will you ochance the value of the journal consideration.

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The National Archibes

Mushington 25, B. C.

November 6, 1946

Mr. Lester J. Cappon, Secretary Society of American Archivists P.O.Box 209 Williamsburg, Virginia

Dear Mr. Cappon:

I received today a mimeographed statement on the CPA records prepared by a friend of mine, Bernard Weber. He was for seven months Records Officer on the West Coast for OPA and in that capacity assisted in the selection of records for preservation in the National Archives. On the bask of his experience he wrote the enclosed statement which Dr. T. R. Schellenburg had mimeographed and distributed among the records officers of OPA. Dr. Weber thought possibly that the statement might be of enough general interest to warrant publication in the American Archivist and in the belief that I was a member of the editorial board sent it to me. I am forwarding it for such use as you may care to make of it.

I am sorry not to have had an opportunity of talking with you at length during the SAA meetings, but unfortunately I was out of town Friday and Saturday and did not return until early the following week. Perhaps you will be up again. Dr. Weber's address is: Dr. B. C. Weber, Box 315, University, Alabama. He has resumed his courses in European history, and is I believe Associate Professor.

Sincerely,

Inc:

VINTON IZ Tate

has juton:

You need not return this letter. You might weet to Dr. Weber, if you see fet. I.g. C.



Dr. Roger Thomas 8 Maryland Avenue Anna: olis, Maryland.

Dear Dr. Thomas:

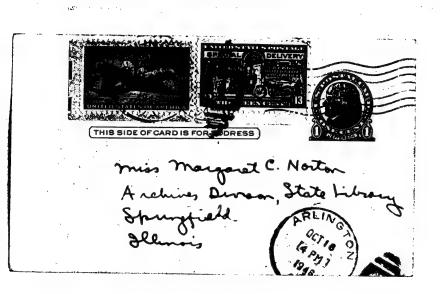
I have not had an opportunity to discuss your letter of November 12 concerned Mrs. Hartsook and Wiss Meade, with Miss Rogers, our Assistant State Librarian in charge of personnel matters. I did tell her of our conversations at Annapolis.

Under our civil service law a person who has passed a civil service examination has the refusal of three positions; whather or not that includes three chances at the same position I do not know, but presume it would cause no difficulty in the case of Mrs. Hartsook. I think I am not overstepping in saying that if pur position of assistant archivist has not been filled by the time Mrs. Hartsook returns, and if she is still interested we would undoubtedly give her very considerable thought for the position. Since we have been without an assistant archivist for nearly a year, and sorely need such a person, we could not promise to wait for her.

As to Miss Meade, I suggest that if she is interested she write directly to Miss Hakene H. Rogers, Assistant State Librarian, Illinois State Library, making application and stating her qualifications and experience. So far as I know, the Civil Service Commission does not contemplate holding another examination for this position in the near future. It is possible, though I do not know for sure, that there might be some other position in which she might be interested here. At any rate, it would do no harm for her to write to Miss Rogers. I am sure I have met Miss Meade, but cannot uite bring my memory into focus in the matter.

Thank you very much for your interest and cooperation in our problem.

Sincerely.



Dear min North.

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October 21, 1946

Mr. Karl L. Trever The National Archives Washington, P.C.

Dear Mr. Trever:

It must have been about the year 1939 that the Illinois State Library negotiated frist with the University of I linois and then the University of Chicago for a cooperative training program for archivists. We moved into our new building in 1938 and felt that we could offer practical experience because of the large variety of records coming to us at that time. Professor Pease and the Political Science Department were very anxious to inaugurate The Library School was mildly interested. something. When we came to study the curriculum of the University of Illinois, however, we found that the background courses which we felt the student should have were not being given there Urbana, though only 100 miles away, does not have good communications with Springfield, and either the instructor or the students were going to have to do considerable traveling by car over roads which often are temporarily blocked in minter.

In December of that year, while in attendance at American Historical Association meeting, Professor Bernadotte Schmidt, then head of the History Department of the University of Chicago, asked me if we would cooperate with the University in a training course for archivists. Miss Rogers and I met with a committee from that University shortly afterwards and a cooperative program was agreed upon. The Graduate Library School and the History Department were to be co-spon-The Graduate Library School was especially well equipped to handle such special students as its curriculum revolved around special students. Dr. Pierce Butler of its faculty was already offering excellent courses in the history of manuscripts and manuscript curatorship. Dr. Schmidt was interested in finding an outlet for graduate students, particularly women, who for one reason or another did not want to Tentative arrangements were made for me to travel back and forth to Chicago once a week to give a seminar, if necessary. With our 3 hour Springfield-Chicago train schedule this was practicable. After further study we abandoned the seminar idea as unnecessary and decided that the University was to give the necessary background courses, then for one or two quarters the students were to come to Springfield for

internships for which they were to receive university credit. but which were not to involve eitherhState salary or payment of tuition. Half time here was to be spent as a regular staff member, half time in class work and exercises. This proposition was carried in the University of Chicago catalog for several years, then dro ped since we never got any students. There were several reasons why the proposition did not go through: 1) Students objected to the expense (no more than living in Chicago); b) By 1940 the depression which made it difficult for students to get jobs was on the may out; 3) the imminent war diverted attention from job huntung. We had only one applicant whom we turned down on the grounds that he lacked the proper background - no courses at all in solitical science or American history - but chiefly because his grades were not good and it was obvious from our correspondence with him and the University authorities that he would offer personality difficulties and be difficult to place.

In the summer of 1840 I took a leave of absence and went to Columbia to give a course in archives in the Summer School of Library Service. I had eleven students, three of whom were members of the Library School faculty vanting information about this new field. Only one of the students intended to be an archivist. Robert Lovett, then and now at the Harvard Archives. A second student went to the New York Historical Society and may still be there.

In the winter of 1.42/43 we had an interne here for two months, Miss de Marigny from Brazil. In connection with her visit I gave a training course for my own staff, most of whom were new within the year. Theoretically my time was to be compensated for by the assistance we were to get from the intern. Actually I had to give my entire time, in and out of the office, to the preparation of my lectures. In order to give Miss de Marigny any idea of what auchives work is really like, we had to set up exercise in the various types of work to do, so that actually the State did not gain anything tangible from her (though the intangibles were invaluable). Perhaps an American student with a background comprehension of the American system of government and no language difficulties could have accomplished more.

I do not know what the attitude of the present St te administration would be towards accepting interns now. I suspect that we would give favorable consideration to a promising applicant, but we would do whatever was needed as a ublic service, not with any idea that the State archives would profit directly. Personally I would be apprehensive about undergoing the physical strain involved, especially since there are so many things pressing for attention in our gegular work. I question the need of another course with such excellent ones being given at American University and at Ammapolis. Since I am writing this letter while on vacation and without having had an opportunity to discuss it with Miss Rogers, you must consider this reply to your question as personal and unofficial.

Sincerely.

THE AMERICAN ARCHIVIST

EDITOR'S CORRESPONDENCE WITH ARCHIVAL RESEARCH COMMITTEE

1945-1949

(THIS FILE IS FROM THE SOCIETY OF AMERICAN ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE UNIVERSITY OF WISCONSIN ARCHIVES, MADISON - RECORD SERIES 200/7/2 - Box 1, FILE 3.)

January 8, 1945

Mr. S. K. Stevens, State Historian Pennsylvania Historical Commission Harrisburg, Pennsylvania

Dear Mr. Stevens:

A copy of the paper on "The Public Records Program" of Pennsylvania read at the annual meeting of the Society of American Archivists at Harrisburg in November has been forwarded to the editorial office of THE AMERICAN ARCHIVIST.

The editor would like your permission to use the paper as an article in a future issue of THE AMERICAN ARCHIVIST. While he cannot state definitely when it may appear, the July or October issues seem most likely. The comparative lateness of the date will permit revisions, should you care to make any, and it also opens the contingency of events which may change the picture prior to the proposed dates of publication. May the editor assume that you will be willing to have the article appear in its present from unless you send a revised form or new copy prior to our "deadline" of June 10?

Sincerely,

Charles W. Paape



COMMONWEALTH OF PENNSYLVANIA PENNSYLVANIA HISTORICAL COMMISSION

STATE MUSEUM BUILDING

HARRISBURG

January 12, 1945

Dr. Charles W. Paape 323 Lincoln Hall University of Illinois Urbana, Illinois

Dear Doctor Paape:

This will acknowledge your letter of January 8 regarding the publication of my paper titled "The Public Records Program of Pennsylvania," read at the annual meeting of the Society of American Archivists in Harrisburg.

I appreciate your willingness to make possible changes prior to June 10. As a matter of fact, a footnote would need to be added right now. Incidentally, this footnote might make a news item for The American Archivist. Governor Edward Martin has recommended to the present session of the General Assembly the allocation of \$2,500,000 to be used to house the State Museum and State Archives of Pennsylvania and to constitute a memorial to William Penn, founder of the Commonwealth. Details concerning plans for the building will be worked out and I am sure it will be necessary to add some note regarding these developments to the article before publication, either as a part of the text or an a footnote.

I will endeavor to contact you as soon as it appears that some final statement can be made.

Cordially

S. K. STEVENS State Historian

5. K. Slevens

Mr. S. K. Stevens, State Historian Pennsylvania Historical Commission Harrisburg, Pennsylvania

Dear Mr. Stevens:

Last January we extrangeddlatters concerning the appearance of the paper on the public records program of Pennsylvania in the July or October issue of THE AMERICAN ARCHIVIST. You informed me that the legislature had been asked to take action, and if it did so, it would be desirable to make slight alterations in the text.

I am enclosing the copy of the paper that came to the editor after the Harrisburg meeting of the Society for such revision as may now seem appropriate to you. If the paper is to be printed in our July issue the latest date of its return to the editorial office should be June 10; if October, September 10.

I leave to you the decision as to what form the added material, if if there is to be any, should take.

Sincerely,

Charles W. Paape



COMMONWEALTH OF PENNSYLVANIA PENNSYLVANIA HISTORICAL COMMISSION

HARRISHURG
June 6, 1945

Dr. Charles W. Paape 323 Lincoln Hall University of Illinois Urbana, Illinois

Dear Doctor Paape:

This will acknowledge your letter of May 25. Such sweeping changes have been made in our public records and historical program in Pennsylvania that I think the publication of the address as delivered last November would be inadvisable.

Legislation has been passed by the recently adjourned Assembly providing for the construction of a William Penn Memorial Building to house the State Archives, Museum, and Historical Commission. Accompanying legislation has consolidated the functions of the former State Archives, State Museum, and Pennsylvania Historical Commission. This legislation is in the process of application at this very moment.

In view of this situation, what was said in November is very out of date and yet it is not possible to speak accurately as to the final form which the reorganization will take.

It occurs to me, perhaps this situation might be clear enough by September so that at that time a revised article would be practicable.

You might care to mention the passage of this legislation in the news notes of the American Archivist. I think there is little doubt but that the meeting held here in November and the attention centered on the Pennsylvania public records problems by the meetings and by my paper had much to do with these changes.

Very sincerely

5, K. Teven

S. K. STEVENS State Historian



The National Archibes

Masqington 25, B. C.

July 28, 1945

Dr. Theodore C. Pease, Editor The American Archivist 323 Lincoln Hall Urbana, Illinois

Dear Dr. Pease:

In connection with my work as Chairman of the Committee on Archival Research, I send you herewith for your information copies of two letters. The one to Mr. Beeson is a circular letter addressed to the six members of the Committee. The one to Mr. Bruce explains itself. Dr. Bruce has now agreed over the telephone to undertake an article as soon as he gets a report out of the way.

Dr. Richard B. Wood, who recently completed an inventory of the records of the Library of Congress, has at my suggestion written a paper on those records. It should go forward to you within the next few days. Just yesterday Dr. Posner agreed to ask Mr. Oust Skordas, a member of his class this spring, to submit his article on Maryland records. Both papers have impressed several of us favorably.

I hope you will find agreeable these initial efforts on the part of the Committee to place more manuscripts at your disposal.

Sincerely yours,

Carl L. Lokke



Mr. Lewis Beeson Minnesota Historical Society St. Paul, Minnesota

Dear Mr. Beeson:

The Secretary of the Society of American Archivists has informed me that you have kindly agreed to serve as a member of the Committee on Archival Research.

It is the purpose of the Committee, as Mr. Cappon doubtless told you, to stimulate the writing of articles for publication in The American Archivist. In his paper "An editor looks at his non-contributors," which was read at the Princeton meeting of the Society two years ago, Mr. Pease pointed out that he had continually struggled against a shortage of manuscripts. The situation remains unchanged.

Each member of the Committee can, I am sure, do something to change it by spreading the word among "non-contributors" of his acquaintance that we need manuscripts suitable for publication in our journal. You probably know one or more persons, as I do, who has had archival experiences that could well be shared with the rest of us through its pages. Perhaps Committee members might also prepare and submit articles to the editor.

Some persons have expressed the fear that manuscripts might be rejected. For my part, I wish we could send such a stream of articles to the editor that he could not possibly find space for all of them. He would then be in a position to select the most suitable for publication and thus raise the quality of the journal. It is not pleasant, as I know from experience, to get a manuscript back. But nothing tried, nothing won. Moreover, everyone knows that an article rejected by one journal has often been gladly admitted to the pages of another.

Please let me hear how things go.

Sincerely yours,

Mr. William J. Bruce Division of Statistical Standards Bureau of the Budget Winder Building Washington, D. C.

Pear Mr. Bruce:

The Society of American Archivists is interested in obtaining for its journal various types of articles dealing with records. As Chairman of the Committee on Archival Research, I write to inquire whether you would be willing to prepare a paper on record keeping at the San Francisco Conference where, I understand, you served as Deputy Documents Officer and as Documents Distribution Officer. I believe the editor of The American Archivist would be more than glad to get such a paper.

In general, we are pretty much in the dark with respect to the actual handling of the records problem at the international meetings of the first World War. General Tasker H. Bliss did, to be sure, describe in some detail the methods employed by the Supreme War Council. And Sir Maurice Hankey wrote how he took down the minutes of the meetings held by the Council of Four at the Paris Peace Conference. But that is about all. It is to be hoped that this time participants in international conferences can be persuaded to put on paper not only the plans for record keeping but also how those plans were modified in actual practice.

Please let me hear from you. My telephone extension is 380.

Sincerely yours,

freh.

323 Lincoln Hall Urbana, Illinois August 1, 1945

Dr. Carl L. Lokke The Hational Archives Washington 26, D. C.

Dear Dr. Lokke:

Thank you very much for you letter of July 28 as well as for the work you have done in securing the promised articles. I shall look forward to seeing them.

Sincerely,

Theodore C. Pease

top/nmb

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The National Archives Mashinaton, D. C.

August 20, 1945

Dr. Theodore C. Pease, Editor The American Archivist 323 Lincoln Hall Urbana, Illinois

Dear Dr. Pease:

Enclosed herewith is a copy of a letter from Lewis Beeson, a member of the Committee on Archival Research, in which he suggests several non-contributors who might contribute to The American Archivist. If you would care to have Mr. Teeson or me approach one or more of these persons, please let me know. My attention is particularly attracted by the suggestion in regard to newspaper archives.

Enclosed also is a letter I wrote recently to Wendell Holmes Stephenson. No reply has yet come from him. In connection with the general subject of archival activity in the South, do you think it would be profitable to ask R.D.W. Connor to do an article on the origens of the North Carolina archives? He must have a great deal of information in his head on this subject. Since he is a member of our committee, Ithink it might be possible to prod him into action.

Sincerely yours,

Carl L. Lokke

MINNESOTA HISTORICAL SOCIETY Saint Paul I

Kenneth B. Brill, Pres. Arthur J. Larsen
Theodore C. Blegen, Vice-Pres. Sec. and Supt. on leave
Pergmann Richards, Vice-Pres. Lewis Beeson
Julian B. Baird, Treasurer Acting Sec. & Supt.

Gertrude Krausnick, Libr.
Grace L. Nute, Curator of
Manuscrints
W.M.Pabcock, Curator of
Museum
J.Hodnefield, Curator of
Newspapers

August 13, 1945

Mr. Carl L. Lokke The National Archives Washington 25, D. C.

Dear Mr. Lokke:

I have your letter of July 24 asking me to suggest persons who might contribute to The American Archivist. Among the non-contributors that have occurred to me as possibilities are: Mr. Roy Swanson, librarian of the St. Paul Pioneer Press on newspaper archives; Miss Ruth Thompson of the Minneapolis Public Library on pictorial archives; and Miss V. H. Wolseburg of the St. Paul Fire and Marine Insurance Company on business archives. You might write the Northern Facific and Great Northern Railroads asking them to contribute an article on their archives. The University of Minnesota has an archives department under the direction of Mr. Harold G. Russell. Mr. Louis Dorweiler of the Minnesota Institute of Covernmental Research at E-613 First National Pank Building, St. Paul, who was secretary of an interim committee on stategoverrment in 1934-1935 which studied state records, might give you an account of the records situation in Minnesota. Judge Gustavus Loevenger, who has charge of collecting material on World War II activities for Ramsey County, Minnesota, could possibly furnish an article on that subject. His address is 1551 Court House, St. Faul 2, Minnesota.

These haphazard suggestions may result in an article you could use. The authors would approach their subjects from a nontechnical point of view, but I think it might be all to the good.

Sincerely,

/signed/ Lewis Beeson

Acting Superintendent

LEe/el

Dr. Wendell Holmes Stephenson Louisiana State University Baton Rouge, Louisiana

Dear Dr. Stephenson:

The Society of American Archivists is interested in obtaining for its journal various types of articles dealing with records and custodians of records. As Chairman of its Committee on Archival Research, I write to inquire whether you would care to write a paper on Thomas M. Owen, the Archivist of Alabama. I understand from Mr. Neil Franklin that you discovered some new Owen material in Montgomery in connection with your study on historical scholarship in the South.

I hope to hear that you will write an article on Owen the archivist for the American Archivist.

Sincerely yours,

Carl L. Lokke

Mr. Carl Lokke
The National Archives
Washington, D. C.

Dear Mr. Lokke:

Thank you very much for your letter of August 20 with its enclosures. A really good paper of Owen's would be a most valuable affair, and anything that you can get out of Connor would be original and interesting.

As to Mr. Beeson's letter, an article on newspaper archives would strike an original note and something on business archives is always timely. I wonder if the Great Northern and Northern Pacific Railroads have definitely established archives departments. If either one has, it might be a basis of an interesting article. Mr. Dorweiler also sounds promising.

Please accept my best thanks for your assistance in the pursuit of articles. If more people had done it in the past, the Archivist might have been very different.

Sincerely,

Theodore C. Pease

TCP/esr

August 30, 1945

Mr. S. K. Stevens, State Historian Pennsylvania Historical Commission State Museum Building Harrisburg, Pennsylvania

Dear Mr. Stevens:

I hope that you will find it possible to send an article on your state's plans for an archives for inclusion in the October issue of THE AMERICAN ARCHIVIST. It was suggested in your letter of June 6 that the "situation might be clear enough by September." Since your state is one of the first to take definite post-war action, our readers will want to know of your plans.

The customary date governing inclusion in the October issue is September 10, although at this time it would appear that there will be some days of grace.

Sincerely,

Charles W. Paape Assistant Editor

THE AMERICAN ARCHIVIST

Articles on hand for April, 1946, and subsequent issues, as of February 14, 1946:

	Dorweiler	, Louis C., "(1600 words; date).	committed	Records to prin	t at earl:	lest	4	pages
/	Le Duc, T	homas, "Arcana Nov. 5, 1945			ords; rec	eived .	5	pp.
	Josephson	, Bertha E., Society of Ar too late for April)	erican Ar	chivists	," (3500 1	words;	9	pp.
	* Bourne, F	rances T., "Po Retirement Po					16	pp.
1	* Gondos, V	ictor, "Retire (6400 words; should revise	Archivist	Buck th	inks Gond	08	16	pp.
/ .	* Holmes, O	liver W., "The tection of Re this was, I I presidential	cords in believe, the	Nar Area ne equiv	s," (7100 alent of :	words;	18	pp.
	* Thomas, C	harles M., "The at the Air To words) .					5	pp.
v '	* Hartzell,	Karl D., "Hor 1940-1945: Th words)	ne Front Rone Problem	ecords of of Dispo	f New Yorl osition,"	(4200	11	pp.

^{*} Papers read at the annual meeting at Indianapolis.

Specific Suggestions

Articles.

- Mother Hubbard's cupboard is practically bars. Two articles only are on hand, according to Professor Fease-the papers read by Victor Gondos and Charles E. Thomas at the November 1945 meeting of the Society of American Archivists.

 Both of these are on war subjects: "Retirement of Federal War Records" by Gondos and "The Preservation of Bar Records at the Air Technical Service Command", by Thomas. Both are good and should be published, but I would say, not at the same time. Professor Pease has also sent me his correspondence with Carl Lokke concerning certain suggested articles which have not yet been submitted.
- I would like to start out with good articles on technique of the sort which Mrs. Minogue has contributed recently—her articles on unfolding documents, and treatment of fire and water damaged documents respectively.

Who could or would write scmething for me? Perhaps Hrs. Cambrell could philosophize on the subject of considerations to be taken into account in planning equipment. She has given considerable time and thought to the subject.

- Probably no records not in his custody are the subject of so many questions as census records. The could be induced to write us an article on the subject of the U. 5. census records? This would not be a history of the Census Bureau or even of the census records, but information as to what records are compiled, that information can be obtained from each type and date of records, what information is published, where the original records are housed, to whom inquiries concerning data should be addressed, what restrictions there are on the consultation of the records. what restructions there are on the consultation of the records, what amount of research service can be given to individuals, the availability and cost of microfilm copies, what reprints have been made, etc.
- Dr. Crittenden suggests articles on the following subjects. Who could them?

Methods of repairing manuscripts.

How to classify and arrange various types of archives. Ditto for personal for business papers, for the archives of churches and other religious bodies

How to prepare finding lists. The preparation of calendars

How to deal with county and other local records

How to handle various problems of editing and publishing

The most suitable types of stack equipment Ditto for air conditioning equipment

Report on archival plans for New York, Oregon, etc.

- Article on our new honorary member, Dr. Re of Italy. By Capt. McCain?
- Article on the new Cuban Archives Building--just a short notice published so far. Dr. Buck?
- How about an article descriptive of the Council of State and Governments activities often called the Chicago Midway Group? And their publications.
- Articles, short or long, on allied archival activities such as registration of veterans' graves, the tax school of Connecticut, civil service in-training programs, etc.
- The librarian looks at the archives. How does the archives picture fit into the library's picture? I am going to try to get Miss Rogers to discuss this point.
- Professional filing organisations and filing schools. What they do and how they operate. Even perhaps naming a few. Suggest Miss Bertha Tacks of Chicago Filing School or Miss Lavendar of Remington Rand. To are frequently asked to make such recommendations and we should know more than we do on the subject. This can be written from a non-commercial point of view.
- Articles descriptive of institutional archives -- how they function, how one goes about organising an institutional archives, etc.
- Articles and more articles about local archives -- both from the point of view of stimulating popular demand for better care, and instructions as to technique of handling records for the information of official custodians.
- Characteristics of handwriting 17th-19th centuries. Suggest Radoff for this.
- A code of ethics for archivists.

1105 South Second Street Springfield, Illinois February 19, 1946

Mr. Carl L. Lokke, Chairman Committee on Archival Research The Society of American Archivists The National Archives Washington 25, D. C.

Dear Mr. Lokke:

As you have doubtless heard, the Council of the Society of American Archivists has elected me Editor of The American Archivist in place of Professor Pease who has had to resign because of the pressure of his academic work.

I have not yet had a reply from Doctor Buck as to the names of chairmen of committees, but I am assuming that you are continuing as chairman.

As you know the object of the creation of this committee during my presidency was for the committee to aid the Editor of The American Archivist in finding articles. Unlike Professor Pease we should have an aggressive editorial policy towards getting articles submitted. I agree with him, however, that it is perhaps better for most of these articles to be solicited through a committee so that the editor may be able to select the best only for publication. The committee under your leadership has done excellent work so far, and I hope it will be even more active in the future, because there are, I understand, at present only two unpublished articles which Professor Pease can turn over to me. I am enclosing a copy of some of the suggestions I am making to the Board of Editors. I hope you will try to get articles along these lines or other lines so that we can have a good July number.

The Council has instructed me to try to bring out the issues by the first of the month of which they are due. Therefore it is going to be necessary for us to scramble rather hard to fill this first issue. I will appreciate deeply any help you can give me and particularly any suggestions you may have to offer.

Sincerely.

Editor-Elect THE AMERICAN ARCHIVIST



The National Archibes

Masqington 25, B. C.

27 February 1946

Miss Margaret C. Norton, Editor-Flect The American Archivist 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

I have received your letter of February 19.

Yes, I am continuing as chairman of the Committee on Archival Research this year. I accepted reappointment primarily because my term under your presidency was so brief that the Committee work barely had time to get under way.

Enclosed are copies of letters in regard to two articles prepared in Minnesota. Another article from that State, written by Louis Dorweiler, was sent to Professor Pease in January. Tr. Lewis Beeson, with my encouragement, prompted the writing of these articles. If the manuscripts prove acceptable to you, Minnesota is going to be very well represented indeed in the pages of The American Archivist this year! This does not trouble me. Perhaps Committee members in other States will in consequence be inspired to show the same zeal that Mr. Beeson did. I hope they will be.

I am glad to have your suggestions and will see what can be done to carry them out.

Sincerely yours,

Carl L. Lokke



1105 South Second Street Springfield, Illinois March 4, 1946

and the state of the first state.

Mr. Carl L. Lokke The National Archives Washington, D. C.

Dear Mr. Lokke:

I am very glad that you are continuing as Chairman of the Committee on Archival Research this year. The two papers you are trying to get written; namely, on pictorial materials and on the records of an insurance company, should be interesting. As you say, the fact that both are coming from Minnesota need not disturb us in the least.

Professor Pease also sent me some correspondence he had had with you about certain other papers which you were trying to get written. I do not have this correspondence at hand at present, but you doubtless know what I am talking about. I hope you will go on with these suggestions.

Dr. Holmes has kindly sent me a file of the minutes of the open conferences on administration held at the National Archives. The may 7, 1945 meeting on maps as public records particularly interests me. Do you suppose you can get Mr. Joerg to write something for us along the lines of that discussion? At occurs to me that he might want to write either a duplicate article or two articles to cover these points. To avoid confusion I think it is best that as a policy all requests for articles should be transmitted by the editor through you. I have solicited several short pieces on archival technique; such as, requests to Virginia for drawings and specifications for their continuous shelving, and to Delaware for the same for their special safe for the exhibit of Colonial charters, etc. I have also received an article from a California book binder on repair of bound books. This was originally written for Illinois Libraries, but I may decide to publish it in the American Archivist. I am also trying to get permission to publish the specifications for acceptable microfilm issued by the National Bureau of Standards.

I have set May 1st as the deadline for material for the July issue, since the Council is desirous of having us start getting out issues on time beginning with that issue. Since I shall be dealing with an unfamiliar publisher, it may take a little more time than usual for the printer to get out the first issue.

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

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1105 South Second Street Springfield, Illinois March 25, 1946

Mr. Carl Lokke The National Archives Washington, D. Cl

Dear Mr. Lokke:

As I wrote you before I intendes to solicit articles for the American Archivist chiefly through you, but I find I have had some correspondence and perhaps I should bring you down to date on the status of pending articles. We have definite promises on the following:

Dr. Crittenden has promised to summarize the results of a questionnaire mailed by him last year on methods of handling gemalogical information by archives departments.

You write me that Miss Ruth Thompson is doing an article on the handling of picture collections and that Miss Verna H. Wolfsberg has submitted an article on the St. Paul Fire and Marine Insurance Company, through Grace Nute. This letter has not been received. Neither have I received a reply to a letter written to Miss Nute shortly after I became editor. I therefore assume that Miss Nute may be away at this time.

The paper written by Mr. Gondos on the Retirement of Federal Records I returned to him to be put in final shape, since when Doctor Pease sent it to me I found attached a note that it would have to be somewhat revised before it would be cleared for publication by Dr. Buck. I am hoping to get that back soon.

I have tentatively rejected an article submitted by Herbert E. Angel of the Navy Department, entitled "Aspects of Life in Montgomery County Maryland to be Seen Through the County Records". This is a very good extended review of one of the HRS publications. Mr. Angel has suggested that he submit it for publication also to the Maryland Historical Society. I told him that I felt it could be printed there with very little revision, but that I was not interested in printing a review of an HRS publication so long after the project had closed down. Just between the two of us, I do not think the article sufficiently mature. It is obviously a term paper and shows no real comprehension of county archives from the point of view of a person who has actually used them.

On hand I have the paper read by Charles M. Thomas entitled "The Preservation of War Records at the Air Technical Service Command"; also an article entitled "Some Practical Suggestions

Regarding Specifications for Rebinding Public Records", by Albert H. Schneider, a record repair specialist of Arcadia, California. This was originally submitted for publication in Illinois Libraries, but because it is of interest to all who are working with records, we are willing to release it for publication in The American Archivist. I

I also have a copy of the New York State Archives specifications for fire resistive record vaults for protection of records against fire. I am not sure whether we should publish this in the technical section or not, but I am more and more inclined to believe that it would be worthwhile. I have not yet secured a release from the New York people for this.

Someone also has sent me a copy of the Manchester Guardian Weekly, for Friday November 16, 1945, entitled "French Cultural Losses", which is rather interesting, and I may run it as a news item.

Ed Lahey of Remington Rand has sent me two excellent suggestions which you might follow through. He says in part, "I think Mr. Robert Shiff, who is Director of the Naval Records Management Center at 80 Varick Street, New York City, ought to be literally compelled to write up his experiences in establishing and operating that Center.

"Bob has just joined the Society of American Archivists. I think he'll be one of its most brilliant younger members and in his present job he has had extraordinarily intensive experience. You and Carl might bear this in mind."

"I also think that your plan of having someone do an article describing one of the filing service bureaus in the county and what type of services they can give is an excellent one. The Records Analysis and Installation Department of Remington Rand in length of experience and scope of operation is unique. They handle hundreds of accounts annually with analyst and installation personnel like the Miss Lavender you know. I think you'd be startled at the volume of business of this kind that is done annually. Walter McDowell has headed up this Department for many years. I think he would be an excellent one to do your article. I have talked around the advantages of it with him and he would be willing. Let me know if you want me to take this any farther and I'll be glad to do it."

I have been asked to get an article on calendaring of manuscripts. The HRS got out a tentative manual on this subject, which with some revision could be used. I wonder if Mrs. Elliott, who is in charge of that phase of the work, is still around Washington, and if so, if she would be interested in writing an article on the subject. Dan Lacy ought to be able to advise you on this and to make other suggestions as to who might be good to get for this work.

Doctor Buck advises that we drop the idea of a proposed article on the Cuban Archives, because Roscoe Hill has a long chapter on the subject in his new book entitled, "The National Archives of Latin America", published by the Harvard University Press as Miscellaneous Publication No. 3 of the Joint Committee on Latin American Studies.

Doctor Buck suggests that the paper that Mr. Holmes read at the joint meeting of the Society and the American Ristorical Association in New York in December 1943 ought to be published. He says, "I am not sure that it had a title but it dealt with Federal State relations in re the problem of Federal field records and was in the nature of a supplement to the paper he read at the Richmond session, which was published in the American Archivist for April 1943. had not been published because Holmes wanted to enlarge and supplement it, supply footnotes, etc. Probably it is out of date now in some respects and he would like to rewrite it, but I very much doubt that he will be able to find time to do so in the forseeable future. My suggestion is, therefore, that the paper be published as it stands, with a footnote stating when it was read and that it has not been revised or brought up to date. I spoke to him about this yesterday, but he did not commit himself. If you are interested I suggest that you write to him directly. Will you please talk with Mr. Holmes about this and find out what he wants to do about the paper? Certainly this is a subject in which all archivists are interested.

Doctor Buck has also at my request asked Mr. Holmes to make a study as to the possibility of setting up as a regular project of the National Archives a procedure for making translations or abstracts of fireign language material pertaining to archives administration. Doctor Buck says that if the National Archives does this the primary objective will be to make the information available to the staff of the National Archives, but that he would be glad to make the results also available for publication in the American Archivist. A number of our members have asked to have the publication of these abstracts resumed, though I understand that Professor Pease thought they were not of sufficient interest to merit publication.

Miss Chatfield suggested that she thought it would be interesting to get papers showing the reaction of librarians and other persons
to archives and the work of archivists. In accordance with her suggestion I have asked Miss Helene H. Rogers, the Assistant State
Librarian, to prepare an article on some phase of this subject under
a title such as "The Librarian Looks at the Archivist" or something
of that sort, in which she will state in general how the archives
fits into the picture of a state library. So far I have not received
a formal acceptance but feel quite sure she will write such an article.
She has gone into the subject quite thoroughly in connection with the
reorganization of the Illinois State Library, and perhaps has thought
as deeply on the subject as anyone in the country.

So far I have not found a technical editor but have several feelers out. That means that the technical articles for the July issue will have to be prepared by me. I have several ideas for this. One is a strong editorial on suitable county records waults, which I can illustrate by some photographs from Illinois county court houses which show graphically how county officials are handicapped in their attempts to install modern filing cabinets by the shape and height of the vaults with which they are provided. I may also publish specifications and drawings for the sliding book shelves which we at Illinois use as a substitute for the old fashioned roller shelves. These book shelves intrigue all librarians, archivists and county officials who see them. I am also trying to get specifications, pictures and drawings for the continuous shelving used by Doctor VanSchreeven but have not yet had a reply from him. Photographs and drawings of the excellent museum safe in the Delaware Archives have been promised for a later time after certain contemplated changes have been made. It has also been suggested that it would be desirable to get permission to publish the "Standard For Bermanen Becord Photographic Microcopying Film, issued by the National Bureau of Standards. Several states in their record laws refer to this publication, which I believe has been merely missographed for limited distribution. I am writing today to the Bureau of Standards to try to secure this permission.

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

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The National Archibes

Masqington 25, B. C.

4 April 1946

Miss Margaret C. Norton Editor-Flect The American Archivist 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

Thank you for your letters of March 4 and March 25. In accordance with your suggestion I have talked with Mr. Joerg concerning the possibility of his preparing an article for the American Archivist along the lines of his talk at the May 7, 1945 meeting of the Open Conference on administration held at the National Archives. I did this two or three weeks ago. He promised to take the matter under consideration and to communicate with you.

Yesterday I talked with Mr. Holmes in regard to the paper on Federal State Rolations in regard to the problem of Federal field records, which he read at the joint meeting of the Society and the American Historical Association in New York in December 1943. Mr. Holmes responded favorably to the "needling." He pointed out that his article on European archival problems was to appear in the April issue of the American Archivist and therefore he did not feel entitled to any more space for another issue or two. I think, however, that he will revise the article a bit and send it on to you.

I am sorry to hear that you have not yet received articles from Miss Ruth Thompson and Miss Verna H. Wolfsberg. They should have reached you long since. I asked Miss Thompson to send hers to you. Is it possible that Miss Nute could have sent Miss Wolfsberg's to Professor Pease?

The suggestion from Mr. Leahy in regard to persuading Mr. Robert Shiff to describe the founding of the Naval Records Management Center at 80 Varick Street, New York City, seems a good one. I shall follow it up.



Dr. Cappon was in several weeks ago and he told me that Mr. Brayer of Colorado was leaving shortly for England. Last fall Mr. Brayer wrote me concerning several article projects which were being pursued in his locality. I have heard no more about them. I intend to write to him to inquire how they are coming along.

Please let me know if any of those Minnesota articles reach you.

Sincerely yours,

Carl L. Lokke

Mr. Robert Shiff Director, Naval Records Management Center 80 Varick Street New York 13, New York

Dear Mr. Shiff:

Miss Margaret C. Norton, Editor-Flect of The American Archivist, has passed on to me a suggestion made to her by Ed Leahy, namely, that you be asked to prepare an article on the establishment of your management center.

will you please do this now while the details are still fresh in your mind? Such an article would be particularly interesting to those of us who deal with navy records, but certainly the problems involved were broad and vast enough to interest a lot of other people as well. I should think an article of ten pages or so would take care of the matter very nicely.

I hope to hear that this proposal appeals to you.

Sincerely yours,

Carl L. Lokke

cc Miss Margaret C. Norton & cc Mr. E. J. Leahy

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1105 South Second Street Springfield, Illinois April 6, 1946

Mr. Carl Lokke The National Archives Washington 25, D. C.

Dear Mr. Lokke:

I do not wish to overburden you with correspondence, but whenever I think of anything which might be suggestive to you I will send it on. Last night in another connection I was looking at R. B. Haselden's "Scientific Aids for the Sutdy of Manuscripts", 1935, the London Bibliographical Society. His first chapter is entitled "Introduction to the Study of Manuscripts"; pp. 13-19 entitled "Suggested Procedure for the Production of a Manuscript". It occurs to me that the information Mr. Haselden gives might form the basis for a rather good article for the American Archivist. Mr. Haselden is, or was, the last I knew, with the Huntington Library at San Mareno, California. His interest in manuscripts is largely, of course, with the sort of manuscripts which the Huntington Library has, but I believe he could adapt what he has said to our purposes.

There has been, as you know, some criticism of the American Archivist as catering more to the larger institutions. Therefore, I am anxious to get more articles on the general subject of manuscripts. I am interested in getting some of our younger members particularly interested in the scientific side of manuscripts per se. I am enclosing a copy of a letter I have just written to Doctor Wood, our Book Reviews Editor. I am asking him to have short notices of some of the older standard words on manuscripts in particularly. Perhaps some of these may suggest ideas for you to follow out. For instance, I would like to find someone to write something about watermarks which appear in American documents. I do not know of anything better than a series of articles which appear in 1937-1939 "Paper and Printing Digest", the house organ of the Bradner Smith & Company paper merchants of Chicago. These articles were written by Dard Hunter, the American authority on paper. It seems unfortunate this this very interesting illustrated series is buried in an out of print publication. I would like to suggest that you try to find out either from Mr. Hunter himself or from this company whether this might not be revamped for the American Archivist. If the cuts are still in existence, we could use them. The address of the Bradner Smith & Company is 333 South DesPlaines Street, Chicago. I do not know who would be the best man for you to write to there.

Bid you follow through on Mr. Leahy's suggestion about asking the man at Remington Reand to do a paper on work of commercial filing bureaus? If he is willing to write such an article, I may ask Miss

Weeks of Chicago to do a similar article for Illinois Libraries. She has published several of my articles in her filing bulletin, so I think she would probably be willing to do this. In that way we would get two points of view and yet not burden the archivists with two articles on the same subject, unless you think they would be sufficiently different that it would be worthwhile to have two.

For the July issue I have at hand a short article for which I have illustrations, entitled "Whose Fault?" This meally was intended as a n editorial but is perhaps a little long for which that in which I am pointing out the handicap of county officials who cannot take as good care of their records as they would like to do because of the improper dimensions of their vaults. I also have Major Charles *A. Thomas paper on The Preservation of War Records at the Air Technical Service Command given at the November meeting. Miss Thompson's article "The Collection and Preservation of Local Historical Pictures in the Minneaposis Sublic Library. For the technical section I have an article by Albert H. Schneider, "Some Practical Suggestions Regarding Specifications for Rebinding Public Records". I have permission of the U.S. Bureau of Standards to publish their "Standard for Permanent Record Photographic Microcopying Film" and I have a short "Questions and Answers" note on the subject "Shall we bind our Manuscript Collections and If so How: " I also have a review of two books sent through Dr. Wood. With other reviews which are out. and with Karl Trever's News Notes I probably have enough material to squeeze by on for the July issue.

Please let me know what feelers you have out for other articles.

Sincerely.

Editor-Blect
THE AMBRICAH ARCHIVIST



The National Archives

Masqington 25, B. C.

April 15, 1946

Miss Margaret C. Norton Editor-Elect The American Archivist 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

Attached for your information are copies of letters to Messrs. Brayer and McDowell. I shall inform you of any developments in those quarters.

I am about to descend upon you myself with a whale of an article on "The Captured Confederate Records Under Francis Lieber." It has been under way since early last summer. I hope to have it ready to meet your deadline of May 1.

Sincerely yours,

Carl L. Lokke



Mr. Herbert O. Brayer State Archivist State Museum Denver, Colorado

Dear Mr. Brayer:

In a letter to me of October 3, 1945, you indicated that you and several other people in your area were preparing papers to be submitted for publication in The American Archivist. You wrote as follows:

"1. Miss Lola Homsher, former assistant archivist of the Denver & Rio Grande Western Railroad and recently appointed archivist for the University of Wyoming has written an article which I have just completed editing on the establishment of the Wyoming State Archives and the collection of the Wyoming Stock Growers Association as well as other collections in her charge. (2) Miss Dorothy Taylor is preparing a paper for publication on microfilming of current and noncurrent operation records for the Denver & Rio Grande Western Railroad which I think will be a distinct contribution in the field. Mr. Virgil V. Peterson is preparing a paper and finally my own paper on research techniques of a western archivist is about half completed. I hope to give this paper at Indianapolis so it should be ready shortly."

Would you let me have word in regard to the present status of these papers? Miss Norton is anxious to get some more manuscripts. I am sending her a copy of this letter so she can see what is in prospect.

Sincerely yours,

Carl L. Lokke

Mr. Carl L. Lokke The National Archives Washington 25, D.C.

Dear Mr. Lokke:

Your letter of April 10 catches me just before departure for Great Britain and I have but a moment to reply. With regard to papers for the American Archivist: (1) Miss Homsher's paper is being published in the Mississippi Valley Historical Review. Unfortunately her superior submitted it to this publication rather than to the Archivist. (2) Miss Taylor's article is now in preparation and may I suggest that you write directly to her. (3) Mr. Peterson's paper is in preparation but he has been so swamped by having to take over my own duties as well as his that it will be sometime before it is completed.

I have called the matter to each of the above and their papers should be forthcoming.

Sincerely yours,

Herbert O. Brayer State Archivist

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cc/ M. Norton

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1105 South Second Street Springfield, Illinois April 17, 1946

Dr. Carl L. Lokke The National Archives Washington 25, D. C.

Dear Doctor Lokke:

I do not have any suggestions for you this week. Since writing you last, Doctor Cappon has forwarded to me an article on the Records on the Island of Saint Helena, by Mr. G. C. Kitching of Northern Rhodesia, which I have accepted for publication in perhaps the October issue.

I have received Miss Thompson's article but not Miss Wolfsberg's. I am sure if Miss Nute had sent it to Professor Pease has would have forwarded it to me.

I am glad that Mr. Holmes is considering favorably the revision of the paper. We can publish that in the October issue, if he gets it to us in time.

I am also glad that you have written to Mr. Robert Schiff.

I am particularly anxious to know whether you have done anything about an article on commercial filing organizers.

Mrs. Gambrell has loaned me copies of two wary interesting pamphlets written by a Mr. George J. Lacy. Examiner of Questioned Documents, in Houston, Texas, on "Questioned Documents--Genuine or Fraudulent?" and "How the Questioned Document Examiner Proves the Facts", with very interesting illustrations. Although these pamphlets were published in 1941, I believe they would still be of great interest to our members, and have written to Mr. Lacy for permission to reprint them as they are or in revised form providing he can furnish us with the cuts which accompanied them.

I shall keep you informed of all my correspondence with prospective article writers.

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

1105 South Second Street Springfield, Illinois April 23, 1946

Mr. Carl Lokke, Chairman Committee on Archival Research The American Archivist The National Archives Washington, D. C.

Dear Mr. Lokke:

Since writing you last, Mr. Trever has offered to put in shape his lecture in Doctor Posner's course entitled. "The Library of Congress and the Federal Archives, 1897-1937". Based upon answers given to a question in a recent Civil Service examination as to where one would be most apt to find the old letters from Governors and Presidents of the United States, I am afraid there will be other members of the Society who do not know the background work in archives done by the Library of Congress and who do not understand the historical reasons why certain materials will be found in the Library of Congress and not in the National Archives.

It occurs to me that a good companion paper would be one descriptive of the European field work of the Library of Congress under the Rockefeller subvention. This has been described adequately in the various reports of the Library of Congress, but I have reason to believe that these reports are not followed too well by our members. It seems to me that a good summary article on this subject would be in order. Perhaps Mr. Sioussat or Mr. Martin of the Library of Congress would be willing to do this for us.

Mr. Trever has made what seems to me a very practical solution to the reprint difficulty. He suggests that so far as possible we start each article on a separate page so that we could cut up numbers for reprint purposes. This will necessitate having a large number of fillers, but I am anxious to try it.

The State Archives at Colorado is struggling with a checklist of State documents. I have suggested to Mr. Peterson, who is following through on this in the absence of Mr. Brayer, that it might be valuable to some of us in other states who may be doing similar work if he were to write about the compilation of ehecklists of public documents, describing some of the problems encountered and the suggestions made by the different states in response to their questionnaire on this subject.

I am hoping that we can get across to our members the idea that The American Archivist needs articles descriptive of the way its members are answering practical administrative problems in their

institutions. In looking over past numbers of The American Archivist one realizes that a great many of our contributors are still thinking and writing from the point of view of an historical scholar who is interested in available historical scholar who is a place for that sort of information. However, I am becoming conscious of something which is not yet definite enough to be called jealousy but which may develop into that, between members regresenting smaller institutions and those representing the National Archives and some of the other larger archival institutions. I think we should be striving for extremely practical articles written by members of the staffs of both types of institutions. As Mr. Trever has said in a recent letter to me, there is no reason why the members of the National Archives staff should not be able to write articles which are as interesting to one type of institution as to another. You have no idea how deeply I am appreciating your cooperation with me in getting the type of articles which I think I hope with justification are along the lines that our members want.

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

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The National Archibes

Masqington 25, B. A.

April 30, 1946

Miss Margaret C. Norton, Editor The American Archivist 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

One half of my article on "The Captured Confederate Records Under Francis Lieber," is going forward to you today. The second half, which is in the hands of the typist, will be ready by Thursday, May 2. It looks now as if the whole thing will amount to some 60 pages, double-spaced.

As I warned you in my letter of April 15, this article is long. I hope, however, that you will find it acceptable. It touches on a variety of problems that archivists are always facing. And I think the current use of captured records in Germany makes timely a discussion of the use of the Confederate records under Lieber.

Messrs. McDowell and Shiff have agreed to write articles on their work. In addition to them I have now approached Carl J. Kulsrud in regard to his doing a paper on the technique of sampling with respect to the records of the Farm Credit Administration.

I hope everything is going well with your plans for the July issue.

Sincerely yours.

Carl L. Lokke



1105 South Second Street Springfield, Illinois May 4, 1946

Mr. Carl L. Lokke The National Archives Washington 25, D. C.

Dear Mr. Lokke:

Thank you for the copy of your paper. Only the first part has reached me as yet, but I find it will be impossible to print it in this number anyhow. If this were not my first issue, I would certainly have printed that together with Mr. Gondos' article on war records and Major Thomas's article on the disposal procedure at Wright Field, in one issue making the issue a special number on war records. However, there is so much demand for popularization of THE AMERICAN ARCHIVIST that I do not dare do it this time. In fact, I believe it would be better to divide your article into two parts, publishing half in each issue. Until I see the whole article, however, I can hardly decide upon this.

I think I have finally hit upon the formula which explains the dissatisfaction of our members with the type of articles we have been publishing in THE AMERICAN ARCHIVIST. Using the analogy of library literature, I think Professor Pease's editorial policy has been to make THE AMERICAN ARCHIVIST a scholarly review similar in scope to the LIBRARY QUARTERLY. That has certainly been the point of view of most of our contributors today as it is of your own article. many of our members, especially those from the smaller institutions, seem to want, however, is a lively professional journal similar to the LIBRARY JOURNAL, which is primarily a popular magazine giving short articles and notes on pactical points in technique. If you can get hold of copies of these two magazines in Washington, you will I think, quickly see my point. In my estimation there is need for both types of periodicals, especially for a profession which is still in swaddling clothes such as ours is. I am afraid that in trying to popularize THE AMERICAN ARCHIVIST I shall please neither the poeple who want the LIBRARY QUARTERLY type nor the ETBRARY JOURNAL. we cannot afford both, however, it is going to be necessary to try to strike a happy medium. What I shall aim for, therefore, will be one scholarly article to three of the popular type for each issue. Probably we shall not adhieve that objective for some time, until we get our writers educated to this point of view and until we have used the very fine articles already at hand or in progress.

I have THE AMERICAN ARCHIVIST for July just about ready for the printer, except that I am waiting for his instructions about the way he wants me to mark copy for type face. I shall have left over your

article, the article from the man in South Africa and possibly two or three reviews. Mr. Trever indicated he might have some more material too, but I may not be able to wait for that.

Miss Nute sends a good suggestion as follows: "More to your point, I think, would be a suggestion that I made to Mr. Pease about two years ago. If you have his correspondence on the Archivist you will be able to dig it up. It has to do with the archives at Three Rivers in Canada. As I told him at that time, I went through the archives in 1934 and found them in terrible condition. I have referred to the notarial archives in particular, which go back to about 1634 and have data on all of North America. Perhaps my search had something to do with what happened. At any rate, some intelligent person got busy and did a gorgeous job of reorganizing those archives. As they are of such extreme importance to Illinois. Minnesota, Wisconsin, Michigan, and other parts of the Mississippi Valley, I should think an article on them would be really something. The question is, who could do the writing. I think of Wayne Stevens, but of course someone who did the reorganizing would be better still. Maybe Mr. Gustave Lanctot of the Public Archives of Canada at Ottawa could give you a suggestion. I believe lists or copies of documents or something of this sort have been placed in his own files."

Will you please also send me your middle name, since I need it for the information given on the inside cover. You will notice that all names of officers and editorial staff give and use the full middle name. I am including in this list not only the names of the members of the review but also the complete editorial staff.

Sincerely,

Editor
THE AMERICAN ARCHIVIST

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Torriscen Auchinist

1105 South Second Street Springfield, Illinois May 8, 1946

Mr. Carl L. Lokke The National Archives Washington, 25, D. C.

Dear Mr. Lokke:

The copy for the July issue of The American Archivist was sent to the printer on last Monday. It was necessary to get it off then because of the embargo on express shipments beginning this week Thursday.

I wish to thank you most sincerely for the splendid cooperation you have given me in getting out this first number. In fact, I have three good articles left over-your own, the one by Miss Wolfsberger on the insurance company from Minneapolis which came last late week, and the article by the man from South Rhodesia. Miss Wolfsberger's article will require some revision. In the October issue I want to feature your article, and in addition have at least two or three popular articles. As I said before, it may be necessary to divide your paper into two. I was so tired when I finally got copy off that I have given myself a few days vacation before beginning to work on the next issue. I have read the first part of your article and found it very interesting, but have not read the part that you sent afterwards. I am very sorry that I could not publish it this time, especially after you made such an effort to get it to me on time.

Wy most sincere thanks for the wonderful help which you have given me. I still do not see why Professor Pease found it so difficult to get articles. He would not solicit them himself, which is probably a good thing, but I think you would probably have given him the same support you have given me, if you had had half a chance. However, I should not criticize him but rather merely say that I appreciate what you are doing.

Sincerely.

Editor
THE AMERICAN ARCHIVIST



The National Archibes

Wasnington 25, P. C.

May 8, 1946

Miss Margaret C. Norton, Editor The American Archivist 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of May 4. I am sorry of course to learn that you do not have space for my article in the July issue. When I attempted to make your deadline I was laboring under the impression that your supply of copy for this issue was still inadequate. It will be quite all right with me for you to divide the article into two parts, publishing half in each issue. You ask for my full name. It is Carl Ludwig Lokke.

These things said, I am very happy to know that at last in the history of the American Archivist, the editor has had a surplus. That is a goal which as you know, the committee on archival research has been striving to attain. In my report last fall I believe I said that the chairman of the committee looked forward to the time when the editor would find his desk "glutted" with manuscripts. Only when such a condition obtains is the editor free to arrange material for a particular issue. If my article has to wait over an issue it is certainly thousent upon me to complain.

From what you say in this letter you are quite aware of the difficulties in trying to please all the contributors. Anyone in this world who does anything never pleases everybody. It sounds to me as if you are making the best compromises you can in the circumstances. As you say, my article falls in with the category referred to as scholarly. At the same time, I think it bargs quite closely upon some of our current problems which archivists are required to confront.



In this connection I wish to speak of the proposal made in Mr. Holmes's letter to you dated May 6. He suggests that Surgeomt Child be approached to do an article on his year's experiences in Germany in charge of the archives program. I hope the suggestion appeals to you. If it does would you care to write to him or would you care to have me do so? I think it would be a very nice thing if you would have his article on captured records in Germany appear about the same time as mine on the captured Confederate records. Perhaps you or someone else writing in the editorial page would care to make some comparisons between procedures in dealing with captured records in 1865 and 1945. Please let me have your reactions to this matter.

I note the suggestion in regard to the archives at Three Rivers in Canada. I think perhaps Mr. Lanctot will be the person to approach in regard to an article on those archives. Unless I hear to the contrary therefore, I shall write to him. This letter is probably already too long. Please pass along any other suggestions you may have. Who wrote the article in South Africa? That item has slipped me.

Sincerely yours,

Carl Charke

Carl L. Lokke

P.S. Holmes alor mentioned the possibly of getting on article from The Cain. I believe be would do one your asked for it.

1105 South Second Street Springfield, Illinois May 17, 1946

Mr. Carl L. Lokke The National Archives Washington 25, D. C.

Dear Mr. Lokke:

I would appreciate it if you would follow through on the suggestions for articles by Sgt. Child on his experiences in Germany in charge of the archives program. Also, if you would get after William McCain for a printable version of his talk before the Society. I say printable because much of what he said must necessarily by off the record. However, there are things which he could say. I would also like to have him give me if he can, a biographical sketch on Mr. Re, our new honorary member, from Italy. It is always well to have that sort of material in the files, and I may at tome time if I can get pictures of the men and print the pictures together with the biographical sketches. Perhaps Mr. McCain has a photograph which he could loan to us for this purpose.

As I wrote you before, I think it better for most articles to be solicited through your committee rather than directly by me, although I do occasionally break this rule.

Do you have any suggestions as to who would be good to ask to do an editorial page on comparisons between procedures in dealing with captured records in 1865 and 1945? I had thought of asking Doctor Buck as Fresident to do the next page. Do you suppose he would do this, or do you think he might have something else he would want to talk about? Would it be possible for you to sound him out on this matter, or shall I write him directly?

Sincerely.

Editor
THE AMERICAN ARCHIVIST



The National Archibes

Masquigton 25, D. C.

May 21, 1946

Miss Margaret C. Norton, Editor The American Archivist 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

Enclosed are copies of my letters to Messrs. Child and McCain proposing that they write articles for the journal. Let us hope for good results.

I'll think about the matter of someone to do an editorial page on comparisons between procedures in dealing with captured records in 1865 and 1945. It does not seem to me advisable to ask Dr. Buck to do this in the October issue. In the first place he is likely to have something else in mind that he would prefer to discuss. Secondly, I think it would be better to ask someone outside the National Archives to make the comparison, someone who would feel entirely at liberty to select weak spots on which to plant his punches. Moreover there is the matter of the 1945 bird still being in the bushes. Once we get it also in the cage we can perhaps plan to better advantage in regard to such an editorial page, say, in the January issue.

With respect to approaching Dr. Buck to do the editorial page for the October issue, I have a feeling that it would be better for you to ask him directly. He knows, of course, that I solicit articles, but he might well consider that an editorial ought to be sought by you only. However, if you very much want me to sound him, I'll be glad to do so.

One other matter. Would you be interested in an article, apart from Mr. Kulsrud's for the Farm Security Administration, on the technique of sampling? Mr. Rieger of the National Archives staff has made such a study with respect to records of the War Labor Board and the National Labor Policies Board. Kulsrud used the principle of geographical distribution, Rieger the type of case. Tell me if you want me to ask Rieger to do an article for us. Of course, I don't want you to get overloaded with National Archives copy.

BUY
WAITED
WARE
BONDS
AND
STAMPS

Sincerely,

Carl L. Lokke

Mr. Sargent Child 2161 N. Lincoln Street Arlington, Virginia

Dear Mr. Child:

Miss Margaret C. Norton, the new editor of The American Archivist, has asked me to sound you in regard to writing an article for the journal on your records experiences in Germany.

You are now, I understand, in the process of preparing a final report on your work. Perhaps you could without too much trouble bring together in an article the points of general interest. I hope you can do so.

The subject of captured records has been much in my mind in recent months in connection with the writing of an article on the captured Confederate records under Francis Lieber. This paper has gone forward to Miss Norton. She plans to use it in the October issue. You will readily see, therefore, how nice it would be to have an article from you on current problems in dealing with captured records.

Please let me have your reaction to this suggestion.

Sincerely yours,

Carl L. Lokke

CC Wiss Margaret C. Norton CC Wr. Oliver W. Holmes Dr. William D. McCain, Director Department of Archives and History Jackson, Mississippi

Dear Bill:

You should no longer be surprised, if you ever were, over my delay in answering letters. Now I can no longer put off writing as Miss Norton has asked me to sound you in regard to your talk last fall before the Society of American Archivists.

You will recall telling me here in December what became of the stenographic notes. Would you be willing to resurrect from memory a version of your talk for publication in <u>The American Archivist</u>? I hope you will do so.

Miss Norton would also like to have from you a biographical sketch on Mr. Re. She mentions a photograph of him also. Do you possibly have one that she could borrow? I recall well your account of that theft at the dock in Naples. Perhaps you lost such things as well as personal papers, but I pose the question anyway.

At the present time Miss Norton prefers to have the Committee on Archival Research solicit articles, hence this letter. There is no need, of course, to send in manuscripts through me. I would like very much, though, to hear that you will oblige us in regard to preparing the two things.

We are going along about as usual. My wife and I plan to make an over-night trip down to Richmond toward the end of the month.

Thanks for the reprint.

Always yours,

Carl L. Lokke

cc Miss Margaret C. Norton cc Mr. Oliver W. Holmes

1105 South Second Street Springfield, Illinois May 25, 1946

Mr. Carl L. Lokke The National Archives Washington 25, D. C.

Dear Mr. Lokke:

In accordance with your suggestion I am asking Doctor Buck to do the editorial page for the October issue. I cannot think of anyone outside the National Archives, with the possible exception of Doctor Accain, who would be competent to discuss the two articles comparing procedures in dealing with the captured records in 1865 and 1945. Do you know of some member of the American Bistorical Association who could do this? Fred Shannon of the University of Illinois History Department, who has written several books on military administration during the Civil Mar may be willing to do it. Possibly we might wait until after this has already appeared in print. Otherwise we shall have to have copies made of the two papers.

I have had a request from Miss Marigny, a former intern of ours from Brazil, for information on the care of hospital records. This afternoon a very interesting young Chinese chemist was here and told me about the very interesting collection of pathological slides in the Mayo Hospital. Do you suppose Doctor Beason would be able to find someone who could do a comprehensive article on hospital records in general, not only describing paper records but also film and slide records. I suspect something along this line has already been published in some of the medical journals, but I think we are interested in getting rather detailed descriptions of special institutional archives.

An article on the technique of sampling would be very useful to all of us. If Mr. Rieger would be willing to write such an article, I would be very glad to publish it. The fact that we are getting so many articles from the National Archives is not worrying me particularly. So far I have not been successful in getting anything but vague promises from the varied state archivists who have been most critical of the editorial policy of The American Archivist. I intend to make it very clear that people who do not contribute need not expect a sympathetic ear on my part towards their criticisms.

I hope Mr. Child and Mr. McCgin will follow through your suggestions for articles.

Sincerely,

Editor THE AMERICAN ARCHIVIST

Olmania, June 10, 1946 Mr. Carl L. Lokke The National Archives Washington, D. C. Dear Mr. Lokke: In having letterheads printed for the editorial staff The American Archivist I did not include your name because I felt it might be desirable for your committee to have its own letterhead listing all members on the committee. Possibly I should have included your committee on this letterhead, but it had not been done in the past. I am sure the Secretary would approve having letterheads for your committee. I got mine from the George Banta Printing Company which is doing our other publication. If your letterheads are approved by the Secretary, you might like to use the same style, but that of course is optional with you. I have just received page proof for the July issue so that it will surely be out on time this coming month. So far I have done nothing towards editorial work on the October issue, but will start that within a week or so. Sincerely. Editor men:lk

Mr. Carl L. Lokke National Archives Washington, D. C.

Dear Mr. Lokke:

Dr. Buck writes me that he thinks it is quite unlikely that he will be able to write an editoral for the October Issue. Therefore, I think it would be will to get someone to do the editoral you suggested, namely, Comparisons between Proceedures in dealing with captured records in 1865 and 1945.

In addition to the persons I suggested in my last letter perhaps you can get the man who has been doing the History of New York in the war for the New York Department of Archives and History under Mr. Corey. You will find his name in the last bulletin of the American Association for State and Local History. I find that my copy is at home and I have forgotten the man's name. I have on hand your article, the article on St. Helena, the article On St. Paul and Fire Parine Insurance Company, the article from the Remington Rand man, and the article by Mr. Lacy on Question Documents. However, Mr. Lacy has not yet sent me the promised cuts, so I may not be able to publish his article next time.

In fact, I may get other articles in the meantime which I will want to publish. So I do not consider the columns of the American Archivist for the October issue closed, or whether the four named articles will be published this time. I shall, however, print at least part of yours.

Sincerely yours,

Editor

MCN:fo

THE SOCIETY OF AMERICAN ARCHIVISTS

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25, D. C.

June 17, 1946

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. SOX
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton Archivist, Illinois State Library Springfield, Illinois

Dear Miss Norton:

This is to extend my best wishes on your actual assumption of the role of Editor of The American Archivist, and to transmit some potential material. As you know, I feel great confidence in the future of the journal under your direction and hope that you will find the exercience a satisfying and enjoyable one.

You are familiar, I believe, with the proceedings of the Interagency Records Administration Conference which are mimeographed for distribution to members of the Conference. This highly informal organization really has no membership, but has a mailing list of about five hundred now, and an average attendance at its monthly meetings of approximately on hundred. From 1941 to 1945 it was sponsored by the Civil Service Commission. That agency discontinued its sponsorship this January on account of budget difficulties and the sponsorship is now in my office in the National Archives. The whole thing is a device to encourage the interest of records officials and employees throughout Federal agencies and to provide a medium of exchange of information for them.

The programs vary greatly, both in their quality and in their content. Most of them are rather highly restricted in interest to Federal government employees, but once in a while a session comes along that seems to be of broader professional interest. Such was the January session of this year, at which Federal disposal legislation was discussed. Mr. Buck suggested that you might be interested in having the proceedings for publication in The American Archivist and I think it a rather good idea. Mr. Kahn's statement contains the most interesting material, and you might want to select only that portion. Mr. Donaldson's and Mr. Alldredge's remarks are much more restricted in interest to Federal records administrations, but I'm sending the whole thing

for your editorial judgement. Of course I realise that I'm violating my own exhortations against having appredominance of material in the journal written by the members of the National Archives staff, but I think we had better send you whatever seems likely and let you do the judging.

I have discussed this with Dr. Lokke, Chairman of the Committee on Research, and he thinks it at least worthwhile submitting.

Very Cordially

PMIIp C. Brooks

Enclosure - 1



The National Archives

Washington 25, B. C.

June 17, 1946

Miss Margaret C. Norton Editor of THE AMERICAN ARCHIVIST 1105 South Second Street Springfield, Illinois

My dear Miss Norton:

I am sending you herewith copies of letters recently exchanged between Mr. Hilary Jenkinson of the Public Record Office in London and myself. You will see that Mr. Jenkinson in his letter brought up the question of the treatment of archives that have strayed from official custody. In my reply I made the suggestion that he might wish to contribute an article on this subject to THE AMERICAN ARCHIVIST. I am sending you this correspondence with the thought that you may possible want to follow up the suggestion with Mr. Jenkinson.

Sincerely yours,

Arthur H. Leavitt

Enc.



Your Reference P.R.O. Reference 3788/HJ/RHE.

All Letters to be addressed to The Secretary.

Public Record Office Chancery Lane, W.C.2

Telephone: Holborn 0741,0742

14 May, 1946

Dear Sir:

It has been a great pleasure to add to the Library of this Office your translation of the well-known Manual by Muller, Feith and Fruin, which fulfils a long-felt want and will, I am sure, be welcomed by Archivists in every English-speaking country.

My attention has, however, been drawn (by my colleague, Mr. Roger Ellis) to a misstatement on page 98 of your book, which I find also occurs in the French translation, and is therefore evidently not to be laid to your charge. Under paragraph 36, you write of the replacement in the Archive Accumulation where they originated, of documents which have for some time been separated from that Accumulation, i.e. which have been out of official custody. Commenting upon this, you state "In England, for instance, the very opposite is the rule. There it is strictly forbidden to put back into the archival collection documents which have once been in private possession; they are relegated to a library".

This is not so, and the original authors were misinformed. In fact in this Department, when documents properly belonging to the Public Records of England, and separated from them for a period in private possession, again become available by e.g. gift or purchase, they are restored to their place in the series of which they originally formed a part. All such documents, however, are marked with a stamp "Sometime in private custody". Thus they can be consulted in their proper context by the researcher; while the stain upon their archive virtue, though to this extent forgiven, is still kept discreetly upon record.

Mr. Arthur H. Leavitt,
c/o The H. W. Wilson Company,
972 University Avenue,
New York City,
Hew York, U.S.A.

I am

I am sure you will wish to correct this in future editions of your book. Meanwhile the error, originally committed in Dutch, has now for many years been circulating in French, and presumably in German and Italian too. No doubt, during the preparation of your version, you were in touch with the publishers and proprietors of the copyright in other countries; and I should be very grateful for any suggestions you can make as to how this error could be disseminated. Personally, I am ashamed not to have noticed it before.

"how the first worts I am,
"how the convention and went Yours faithfully,

to change it to "how this (Signed)

From and he converted "Aff Hilary Jenkinson

Secretary.

June 6, 1946

Mr. Hilary Jenkinson, Secretary Public Record Office Chancery Lane, A. C. 2 London, Ingland

P.R.O. Ref. 3788/MJ/RRT.

My dear Er. Jonkinson:

Your letter of may 14, 1946 reached me a few days ago through the H. w. wilson Company in New York. I appreciate and I want to thank you for your remarks about the usefulness of my translation of muller, weigh and Fruin's Canual in English-speaking countries.

Your remarks concerding the misstatement on page 98 of the Kanual touch upon a matter of considerable interest, I believe, both to Juropean continental archivists and to those in this country. This point has certainly been frequently discussed in archival circles here. I shall be very glad to keep it in mind with the thought of making some mention of it in any future adition of my translation of the Eutch book.

I do not know of course on precisely what ground the Eutoh authors made the statement to which you refer. I imagine that it was based on their impression of the English position as obtained from English writings on the subject. Possibly the understanding of the matter in the minds of the Continental archivists arose from earlier presentations similar to such passages as your "Manual of Archive Administration," part 2, section 4 on Archives and Euseums, and the paragraph Teginning at the bottom of page 55 in H. C. T. Christopher's "Falaeography and Archives."

Soon after the translation of the Tutch manual was published early in 1940, I received from Mr. N. J. Formsma, Secretary of the Association of Archivists in the Netherlands, a letter written from Zwolle, Parkweg 8, thanking me for a copy of the translation and informing me that the Association had requested a few of its members to bring out a preliminary recommendation for a third edition of the Manual, in which more attention would perhaps be given to modern archives. It occurs to me that you may wish to write to the Association suggesting for the new edition a different treatment of the question of the attitude in England towards archives that have strayed from official custody.

It has just been suggested to me here that I might write a brief comment on this question for The American Archivist. I would be willing to attempt this, but it occurs to me that the matter could be presented much more effectively and authoritatively by you. Therefore, although I have no authority to make any request on behalf of the Society of American Archivists, I am wondering whether you would be willing to contribute such an article. I think I had better refrain from writing anything on the subject until I have time to receive a reply from you. If you were willing to contribute such an article I would be glad to pass on the suggestion to the editor of The American Archivist.

I do not like to close this letter without an expression of my pleasure at making this personal contact with you. Your book on archival administration has been a familiar guide to us here in the National Archives since our establishment some 12 years ago. Furthermore, my younger colleague and friend, Mr. Fred Shipman, has told me of his work with you during his visits to Italy two years ago. I will be very glad to do anything possible to help straighten out in the minds of American readers the question that you have brought up in your letter.

Sincerely yours,

Arthur H. Leavitt (Chief, Division of Commerce Department Archives)





The National Archibes

Musqington 25, B. C.

June 18, 1946

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Dr. McCain has promised to see what he can do about an article on his experiences in Italy. But he declines to attempt to write on the life and work of Dr. Re. He does not have a photograph of that gentleman. Professor Marraro of Columbia has worked in Italian archives. Would you care to have me ask him for a biographical sketch of Re?

Mr. Child has not replied to my letter, nor have I seen him. Mr. Holmes informs me, however, that Child is reading a paper this week before the meeting of the American Library Association at Buffalo. Possibly he will convert this paper into an article for us.

This brings me to the editorial on the comparison between 1865 and 1945. I like your suggestion of Professor Fred Shannon. But isn't the October issue too soon for such an editorial? The writer would need to examine the two articles. I presume it would be too costly to have copies made of the manuscripts. Why don't you write the October editorial on some other subject and reserve the January editorial page for the guest writer? If Child gets his paper ready in time for the October issue and you print half, say, of mine in that issue, this plan ought to work out reasonably well.

You speak of starting shortly to prepare copy for the October issue. When you go over my paper, will you please make the corrections listed on the attached sheet? Only Saturday I found the interesting Lieber letter of May 22, 1869 and cannot resist adding a couple of references to it. Ignore them if you like. I have talked with Mr. Rieger in regard to his article on the War Labor Board. He has agreed to do it.



Enclosed is a copy of my letter to Ambassador Grew: I am not too optimistic as to results. But nothing tried, nothing won.

I cannot close without expressing my pleasure that on June 10 you had received page proof for the July issue. Truly a new era has begun for The American Archivist.

Sincerely yours,

Carl L. Lokke

Hon. Joseph C. Grew 2840 Woodland Drive Washington, D. C.

Dear Mr. Grew:

Early in 1944 I visited the State Department for the purpose of obtaining information about record keeping at the Paris Peace Conference of 1919. I wanted the information for a paper on interallied organization records. Dr. Spaulding and one of his associates said at once that I should talk with you. They kindly telephoned to your office to arrange an appointment but you were away on a lecture engagement. As time was pressing, I was obliged to finish my paper without learning anything about the archives of the secretariat in Paris.

In this paper, of which I enclose a reprint, I made several conjectures (pp. 229-230) in regard to the secretariat records. Perhaps you, as the American representative on the secretariat, would be willing to present the facts as you recall them in an article or a note for the American Archivist. I hope very much that you will do so. Please do not feel obliged to spare my conjectures if they do not square with the facts.

Permit me to add that this request is not entirely personal. At the present time I am serving as chairman of a committee on archival research, which has the function of soliciting articles for the American Archivist. You are undoubtedly familiar with General Bliss' brief description of record keeping by the Supreme War Council, to which my paper makes reference. If you would favor us with a similar account of record keeping by the secretariat of the Paris Peace Conference, we would be grateful indeed.

Sincerely yours,

June 23, 1946

Mr. Hilary Jenkinson, Secretary Public Record Office Chancery Lane, W. C. 2 London, England

Dear Mr. Jenkinson:

Mr. Arthur H. Leavitt of the National Archives has forwarded copies of his correspondence with you concerning the reincorporation into the archives of documents which have once been in private possession. Of course, a note concerning the British policy will be incorporated in may forthcoming new edition of the Muller, Feith and Fruin manual, but I agree with Mr. Leavitt that American archivists would be very much interested in a short article by you to be published in The American Archivist, expounding your feelings upon this subject. We would be very glad to receive your comments in the form of either a short or a longer article, if you would care to write for our banefit. You know, I think, how great an influence your views have among American archivists, and we like to hear from you whenever you can find the time to write anything for us.

The bulletin of the British Records Association, Technical Section, No. 18, is of unusual value. I wish I could get American archivists in the mood for writing more of that same type of material. So far The American Archivist has never published any critique of the lamination process developed primarily by the National Archives of the United States. I should like very much to print in the October issue a portion of Mr. Evans' review of Mrs. Minogue's "Repair and Preservation of Records" together with her reply, if she cares to make one. Will this be agreeable to the British Records Association? I am not certain to whom to address this request but assume that you as one of the secretaries would be authorized to give us the permission. Copy for the issue in which I propose to quote this material will go to the printer on August 1st. Unless I hear to the contrary by that time, I shall assume that there is no objection.

Sincerely,

Editor

mcn:1k sc: Carl Lokke

June 23, 1946 Mr. Arthur H. Leavitt The National Archives Washington 25, D. C. Dear Mr. Leavitt: In accordance with your suggestion I have written to Doctor Jenkinson asking him if he could write something for us on the question of the treatment of archives that have strayed from official custody. This is a very good guggestion, and I hope Doctor Jenkinson will be able to produce something for us. I am always very receptive to suggestions from members for topics to be discussed in The American Archivist, and I have been gratified by the interest that various members have shown along this line. Please keep it up. Sincerely, Editor men: bk

Brian L June 24, 1946 Mr. Carl L. Lokke The National Archives Washington 25. D. C. Dear Mr. Lokke: This will acknowledge with thanks your letter of June 18 with the good news of the work you are doing in getting future articles. Probably you are right about waiting until your entire article has been published before having the proposed editorial. Will you write to Professor Shannon or would you rather have me 40 so? The corrections which you have sent have been attached to your article and will be made in copy which goes to the printer. Sincerely. Baitor mon:1k

Dr. Philip C. Brooks The National Archives Washington 25, D. C.

Dear Dr. Erooks:

Thank you for sending the report of the Interagency Records Administration Conference for January 25, 1946. I am not sure just how I shall use this material, but I do think there are many points aside from those brought up by Mr. Kahn which would be useful to state archivists in preparing disposal programs. I would appreciate having copies of all of the Interagency Records Administration Conference reports which you are able to obtain forms.

I am rapidly losing sympathy with the people who think The American Archivist leans too heavily upon the National Archives. Some of the state archivists who have most frequently expressed this opinion and who have been most critical of Professor Pease's editorial policy have either turned me down on requests for articles, or in at least one instance not even given me the courtesy of a reply to my letter. I shall try to use as my guide the old saying, "Never retract, never apologize, get the work done, and let them rave".

The July issue ought to be coming out in a few days. At any rate, page proof went back to the printer about ten days ago. I have already started editorial work on the October issue.

Sincerely,

Editor

men:lk



The National Archibes

Masqington 25, D. C.

July 9, 1946

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

This will acknowledge your letter of June 24 and the several pieces of correspondence.

I am much intrigued with the letter of Richardson Dougall. The William Bruce to whom he refers has just joined the staff of the United Nations Secretariat. I "worked on him" several times last summer with a view to getting the article on the San Francisco documents which was published in the January issue. Happy days are here if readers of The American Archivist are inspired to send in manuscripts of their own to the editor.

I would rather have you write to Professor Shannon. He is, I believe, teaching in the Columbia Summer School.

Enclosed are copies of letters from me to Messrs. Lanctot and Hunter. The letter to Hunter just came back to me and I have now redirected it to the Massachusetts Institute of Technology. Would you care to send the extra copy of the letter to Lanctot to Miss Nute? I would like for her to know that her Three Rivers suggestion has received attention. Lanctot has not replied yet.

We are steaming hot in Washington.

Sincerely yours,

Carl E. Lokke



Mr. Gustave Lanctot Public Archives of Canada Ottawa

Dear Mr. Lanctot:

In connection with a program to get suitable articles for The American Archivist, I write to enlist your aid in obtaining an account of the archives at Three Rivers, Province of Quebec. Miss Grace Lee Nute of the Minnesota Historical Society, who consulted those records (in 1935) before they were classified, believes that the progress made in preserving and arranging the documents ought to be described for our journal. So does Miss Margaret C. Norton, the new editor.

Miss Nute has herself suggested the possibility of asking Mr. Raymond Douville to prepare the article in question. He is, as you probably know, editor of <u>Le Bien Public</u>, published at Three Rivers, and warmly interested in the archives. Does this suggestion seem feasible to you? If it does, I wish you would be good enough to write to Mr. Douville.

The Committee on Archival Research, of which I am Chairman this year, is trying to strike a balance between large and small repositories in soliciting articles for our journal. If a good job is done in a local repository, as appears to be the case at Three Rivers, we want the members of our Society to know precisely what was done and how it was done. The hope, of course, is to incite others to similar accomplishments. Miss Norton is particularly anxious to obtain articles dealing with the practical side of archival work.

Sincerely yours,

Carl L. Lokke

Mr. Dard Hunter Care of Bradner Smith & Company 333 South DesPlaines Street Chicago, Illinois

Dear Mr. Hunter:

Miss Margaret C. Norton, editor of the American Archivist, has asked me to inquire whether you would be willing to prepare an article on watermarks for our journal. She liked the series of articles you wrote between 1937 and 1939 for the Paper and Printing Digest. If you could let us have the gist of that material in a few pages, we would be grateful indeed.

This request stems from Miss Norton's desire to publish articles dealing with a variety of subjects, related more or less closely to archival problems. The committee on research, of which I am chairman, is trying to help promote her program by approaching persons who might be persuaded to submit manuscripts to her. I need not urge the importance of paper to archivists. I hope you will oblige us with an article on the subject.

Sincerely yours,

Carl L. Lokke

CLL:dd



The National Archives

Masqington 25, D. C.

July 16, 1946

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Enclosed is an article entitled "Bref apercu sur les Archives des Trois-Rivières," by Raymond Douville, together with copies of the covering note from Mr. Lanctot to me and my acknowledgment. You will observe that Douville covers only the period from 1634 to 1700. What about the records from 1700 to 1946? If any interest is displayed in the later period perhaps we can persuade Mr. Douville some other time to carry the story forward in another article.

Now how to handle a paper in French? May I offer a suggestion, namely, send the paper to Miss Nute and ask her to put it into English. As she inspired the article, she would doubtless be particularly glad to help us out this way. If the United States were Europe or even Canada, which it is not, I would suggest printing the original French charm and all.

Enclosed also is a copy of my recent letter to Miss Dorothy Taylor in Colorado. This delay in regard to her article points up once more the unhappy truth that promises are one thing and performance another. We now have many promises of articles, also many ideas to develop into articles. The only thing that means much to me any more is the completed article in the hand. The writing of a good article requires long, hard, sustained labor, which in turn requires a certain amount of self denial. You know these facts of life well. Obviously some others do not.

Congratulations on your first issue. It arrived on time. Various persons have commented on that noteworthy fact, also on the improved appearance of the journal. I would myself prefer article titles in slightly smaller type. But I am glad you have not adopted the double column system. Are you going to send galley proof to authors?



Unless I hear that you have other plans, I propose to write soon to Professor Marraro and ask for a note on Dr. Re.

Sincerely yours,

Carl L. Lokke

Enclosures

OPP

Deputy Minister's Office

PUBLIC ARCHIVES OF CANADA

Ottawa, July 12, 1946.

Carl L. Lokke, Esq., The National Archives, Washington 25, D. C., U. S. A.

Dear Mr. Lokke:

I have been successful in getting from the best authority, M. Raymond Douville, an article on the Judicial Archives of Three Rivers, which I am forwarding to you herewith. Of course, it is in French, but it could be adapted rather than translated into English.

Yours very truly,

G. Lanctot, Deputy Minister. Mr. G. Lanctot Deputy Minister Public Archives of Canada Ottawa, Ganada

Dear Mr. Lanctot:

This will acknowledge receipt of the article by Mr. Raymond Douville entitled "Bref apercu sur les Archives des Trois-Rivieres." I have forwarded it to Miss Norton.

Please accept my thanks for your aid in obtaining this interesting paper. The editor will doubtless communicate with Mr. Douville in regard to it.

Sincerely yours,

Carl L. Lokke

Miss Dorothy Taylor Care of Mr. Virgil V. Peterson Division of State Archives Denver 2, Colorado

Dear Miss Taylor:

Last fall and again in April just before he left for England, Nr. Herbert O. Brayer informed me that you were preparing, for publication in <u>The American Archivist</u>, a paper on microfilming of current and non-current operation records for the Denver and Rio Grande Western Railroad.

Would you let me know about when you plan to send your article to the editor? Our committee on research is doing what it can to get more manuscripts to her desk. Mr. Brayer has indicated that yours will be a distinct contribution in the field.

Sincerely yours,

Carl L. Lokke

og Miss Norton

July 17, 1946

American Section 2

Mr. Carl L. Lokke, Chairman Committee on Research The American Archivist The National Archives Washington 25, D. C.

Dear Mr. Lokke:

Thank you for your good letters to Mr. Hunter and Mr. Lanctot suggesting articles. I am forwarding one copy to Miss Nute for her information.

Robert Lovott of the Harvard Archives has sent an interesting article on the war research archives of Harvard.

I have all my articles in shape now for the October issue. I plan to publish George Lacy's articles on Questioned Documents, your article, Walter McDowell's article on the Remington Pand filing consultant service, and Miss Wolfsberg's article on the records of the St. Paul Fire and Marine Insurance Company. I hope I can get all of your article but am not sure. It depends a little bit on how much money we have left in the treasury after the July issue is paid for and partly on how much material is sent in by our subsditors.

I will write to Professor Shannon, but I am inclined to believe that instead of having the editorial in the October issue, we will ask for it in the January issue after your entire article has been published; that will save having to have copies made.

Sincerely,

Editor

men:lk

The Mountain House Chillicothe, Ohio, U. S. A. July thirteenth mcmxlvi

Mr. Carl L. Lokke The National Archives Washington, D. C.

Dear Mr. Lokke:

Your letter of June twenty-sixth has been sent to me from the Paper Museum of the Massachusetts Institute of Technology, Cambridge, Massachusetts. I usually spend a few months each year in Chillicothe, Ohio where we carry on experiments.

The article on Watermarks to which you refer was originally printed in "Papermaking through Eighteen Centuries," published by William Edwin Rudge in 1930. The material used in "Paper and Printing Digest" was a reprint.

For the summer I will be too occupied to attempt any additional work in the way of articles, but should you wish something later on perhaps I can arrange to write a few hundred works, with several illustrations.

Just at the moment I am very much occupied in reading proof on the new edition of the A. A. Knopf publication and as this extends to 800 pages with 350 illustrations it is considerable of a task; also, we are printing here a book entitled "Papermaking in Indo-China" so all in all I am well occupied for the next several months. In the event you still wish the article in question I would suggest that you address me after I have returned to M. I. T. about the middle of November.

Sincerely yours,

/s/ Dard Hunter

COPY July 19, 1946

Mr. Gilbert W. Skinner, President Alaska Steamship Company Seattle. Washington

Dear Mr. Skinner:

In Merle Colby's Guide to Alaska I have just noted with interest his acknowledgement to the Alaska Steamship Company for permitting the use of photographs and drawings.

My purpose in writing is to inquire whether the company has ever published a description of these materials and its records created in the course of business. If not, I should like to interest you in having such a description prepared for publication in The American Archivist.

This quarterly, the organ of the Society of American Archivists, publishes articles on a wide variety of subjects relating to records. The committee on research of which I am chairman undertakes to aid the editor by soliciting suitable articles. I consider it highly desirable to have one on the records of a steamship company.

I think of the Alaska Steamship Company as an organization old enough to have problems in dealing with records no longer in current use. We would be interested in knowing what kind of records are permanently retained. Is microfilm used? What is the approximate bulk of the older records? their date scope? Are they available to students of Alaskan and Northwest history?

I hope very much that you will oblige us with an article of some six or eight pages on the records of your company.

Sincerely yours,

Carl L. Lokke

CLLid

Your Reference HJ.

PUBLIC RECORD OFFICE,

CHANCERY LANE, W.C.2.

All Letters to be addressed to The Secretary.

Telephone: Holborn 0741, 0742.

23 July, 1946.

Sear Min Norton,

I have been ill and absent from my work for some six weeks. I hope you will forgive the consequent delay in answering your letter.

I was very glad to have your letter and must thank you for some very kind expressions. I believe my Colleague Mr. Evans has already written to you of our ready concurrence in your plan to re-publish his review.

Since you say you would like a note on our official attitude to Custody for the American Archivist (which indeed I think would be useful) you shall certainly have it: either from my hand or, if I am unable, that of one of my Colleagues.

Again my best thanks.

Jours simily Johnson

Miss Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois,
U.S.A.



The National Archibes

Masnington 25, B. C.

July 29, 1946

Miss Margaret C. Norton Editor, The American Archivist Illinois State Library Archives Division Springfield, Illinois

Dear Miss Norton:

Thank you for sending me copies of your correspondence with Mr. E. A. Thompson of New York. I hope you can get an article from him on bookbinding.

Inclosed herewith are copies of two papers from Miss Dorothy Taylor of the Denver and Rio Grande Western Railroad Company. Will you see what you can do with them? I presume you will wish to pass over the documentary part of each paper, that is the part dealing with manual procedures, and merely print the discussion which she gives us. Each of these papers, of course, forms an article in itself but unless you wish to give her that much space I should think you would want to combine them in one article. As you will note in her letter to me, she is willing to formulate such an article herself if she is told what is desired.

I presume you are in the throes of preparing the copy for the October issue. I continue to hear complimentary remarks concerning the July issue. You "wowed" a number of people with that picture of the girl reaching for the county records.

Sincerely yours,

Carl L. Cokke



THE DENVER AND RIO GRANDE WESTERN RAILROAD CO. Wilson McCarthy and Henry Swan, Trustees Denver 1, Colorado D.K. Taylor Supervisor of Records July 20, 1946 Mr. Carl L. Lokke National Archives Washington 25, D. C. Dear Mr. Lokke: Your letter dated July 10 certainly surprised me since on March 7, 1946, I sent Mr. Karl L. Trever, National Archives, Washington 25, D. C. a letter and accompanying documents giving the information I believe you want. Since a book review had been requested on the Interstate Commerce Commission Regulations to govern the Destruction of Records, I suggested the above be held, and both printed in the same issue of "The Archivist". However, the last issue contained the book review but nothing further. Enclosed you will find a summary of the Records Procedures on the Rio Grande and another of the Microfilm Procedures, which were written in May, 1946. If you can locate the material I sent Mr. Trevor and with this additional information, can formulate the article desired, I shall appreciate it. If not, if you will give me more of an idea of what is desired, I shall be glad to work it up for submission. Yours truly. Miss D. K. Taylor Supervisor of Records DKT:n1 Inc.: Records Procedures :Microfilm Procedures

Miss Dorothy K. Taylor Supervisor of Records Denver and Rio Grande Western Pailroad Co. Denver 1. Colorado

Dear Miss Taylor:

Thank you for your letter of July 20 in which you inclosed copies of two papers, one on Records Procedures and the other on Microfilm Procedures, both dated May 1946.

I am sending these papers forward to Miss Margaret C. Norton, the new editor of <u>The American Archivist</u>, so that she may see what needs to be done, if anything, to prepare them for publication in The American Archivist.

I have talked with Mr. Trever in regard to the documents you sent him in March. He used them in preparing the news note in regard to your work which was published in the July issue, pages 183 to 184.

Thanking you for submitting these documents, I am

Sincerely yours,

Carl L. Lokke

os Miss Norton Mr. Trever

Charles Makinist August 2. 1946 Mr. Carl L. Lokke The National Archives Washington, D. C. Dear Mr. Lokke: Thank you for sending the articles on the Trois-Rivieres Archives and the papers from Dorothy Taylor. As I am in the threes of getting the October issue to the printer over this weekend. I have done nothing with either as yet. Mr. Thompson of the Thompson Bookbindery is not only willing but apparently anxious to contribute articles in his field. A few days ago I forwarded a copy of my latest correspondence with him. Sincerely. Editor mon:1k

Dr. Arthur J. Larsen, Superintendent Vinnesota Historical Society St. Paul 1, Minnesota

Dear Dr. Larsen:

In September Dr. Cappon will be calling upon me for a report concerning the activities of the Committee on Archival Research during the past year. I am accordingly requesting each member of the committee to be good enough to let me know before October 1 what the prospects are for getting articles in his area.

I appreciated your letter of January 29 in regard to Miss Wolfsberg's article. It will appear, I understand, in the October issue of <u>The American Archivist</u>. Thus, Minnesota will be represented by three articles this year.

I hope this fine result of Dr. Beeson's efforts last year will not cause you to feel that Minnesota has had enough space for a time. The fund of articles has grown but superfluity is not yet a problem. If our fellow members of the Society elsewhere do not care to see so many Minnesota articles they are welcome to come forward and claim some of the space. Miss Norton feels as I do about this matter, so please let me hear, if you can, that more Minnesota papers are in the offing. Porhaps Mr. A. J. Lobb of the Mayo Clinic could be approached again.

Sincerely yours,

Carl L. Lokke

cc Miss Norton



The National Archives

August 30, 1946

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

What are the present arrangements for obtaining reprints of articles published in <u>The American Archivist</u>? In the event that half or all of my article on the Confederate records is to appear in the October issue, will you be good enough to place my order with the printer for one hundred copies with covers. I want to make sure the reprints are struck off before the type is dismantled.

Dr. Cappon has written that he will expect my report early in view of the early meeting this year. I in turn have written to the members of the Committee. None of them has done as well as Dr. Beeson last year, but I hope they will at least have articles in prospect.

We are looking forward to seeing you at the meeting.

Sincerely,

Carl L. Lokke

September 15, 1946

Mr. Carl L. Lokke, Chairman Committee on Research Society of American Archivists The National Archives Washington 25, D.C.

Dear Mr. Lokke:

I sent all your article to the printer to be printed in the October issue, but between the long news notes and the bibliography article the issue would run to almost 125 pages and we haven't money enough. I have sked the printer for an estimate to see if we must hold half of it back, but haven't heard from him yet. I hope we can print it this time. I will get an estimate of the cost of the reprints from the printer.

Your report as chairman ought to be to very good one, for you have work d hard and have had good results. I am deeply grateful for your cooperation.

incerely,

EDITOR



The National Archibes

Masqington 25, B. C.

September 17, 1946

Miss Margaret C. Nerton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

For your information Dr. Posner phoned me yesterday to say that he had asked Miss Ellen Starr Brinton, Curator of the Swarthmore Peace Collection, Swarthmore College, to write an article on the papers in her custody for The American Archivist. She has agreed to do it. He expects this article to be ready in time for publication in the January issue. That is, of course, if it is acceptable to you.

Mr. Robert Hill, another member of the committee, suggests asking Mrs. Jeannette P. Nichols to write on archives and manuscript collections from the standpoint of the searcher. The idea appeals to me. Please let me have your opinion. You will recall that the lady's husband once did a job on the National Archives.

I enclose a carbon of a letter I recently wrote to Professer Fred Landon of the University of Western Ontario in regard to the Ontario provincial archives. I shall let you know if we get any action in that quarter.

In the December 1945 issue of the British Journal of Decementation I note an article on the "La Bibliotheque Nationale, 1940-44." It discusses the vicissitudes of that library during the occupation. It occurs to me that it may be a good thing to have an article on the Archives Nationales for the same period. If you have no objections I propose to write to Professor Georges Lefebvre of the Sorbonne to ask him to name someone who might be willing to de such an article for us. He was in France throughout the occupation and is



naturally much interested in archives. I think he should be in a good position to suggest a suitable person. I worked in the Archives Nationales several summers but that was a long time ago and I have not lately been in touch with anyone there. Mr. Pierre Caron has, I believe, retired from the directorship of the Archives Nationales. I do not know whether Mr. Bourgin is still active there.

I do not hesitate to say that I tremble somewhat over this French proposal. The article, if asked for and written, will undoubtedly come to us in the French language and would have to be translated. Who would do the translation? You remember that this summer we met full—on with that translation problem in connection with the Three Rivers article.

Incidentally, the French rigorously apply the translation precedure. Professor Lefebvre, who edits the Annales Historiques de la Révolution Française, has published two of my articles — both in translation. In my judgement, therefore, it would not be wise to publish their articles in the original.

Mr. Cappon has called for the annual report of the committee on archival research. I am in the throes of putting it together.

Sincerely yours,

Carl T. Lokke

Mr. Carl L. Lakke The National Archives Washington 25, D.C.

Dea. Mr. Lokke:

Ever since you arote me that you are struggling with your annual report for the Committee on Research, I have been trying to get the time -and energy- to sit down and go over our correspondence to see if we cannot pick up some of the threads of incompleted contacts you have made, and to see what suggestions I could make for the immediate future. I have been too busy to do anything I did not have to do this summer, because I have been so shortstaffed that several days I was without a single member of the staff on deck. Owing to my one remaining professional staff member being on vacation and my reference desk attendant in the hostital undergoing an operation for a brain tumor, I have had to carry all the reference department on top of my ownwhich has meant long hours of overtime and general nervous exhaustion. Week after this coming week we are hosts to the Illinois Library Association convention, and then I hope I can start my own vacation. I hope then to get back to planning for the American Archivist once more.

Miss Ellen Starr Brinton has written me offering to get her article ready for the January i sue. I am not sure I can get it in that issue because of prior commitments, but I think I can.

I also like the suggestion that Mrs. Nichols be asked to write on archives and manuscript collections from the standpoint of the searcher. One of the sessions at the Wishington conference is to be devoted to the subject of the duty of the state archivist to other state departments and to county officials. We archivists have been thinking too much about what we wanted the other fellow to do to further our own program. These two papers and one of the topic suggested by Mrs. Hill ought to make a very good number, for, perhaps, April.

The one note that runs through all my correspondence is that more papers are wanted on subjects which directly bear upon the problems of state archivists. Recently I had the pleasure of reading and criticizing Bertha Josephson's new book on the writing of history byatextbook onhow to write and see a book through the press, from the point of view of the beginner. Severa: chapters would be particularly suitable for prepublication in the American Archivist, particularly the chapter on how to index. I think I have had more calls for

just that thin than for almost anything else, and there is nothing but that old text book on indexing that I used at the N.Y. State Library School over thirty years ago - in fact, it was written for the school. I have asked Miss Jose hson if I could print that chapter, but since she as yet is not ready to submit the book to a publisher, she feels she must wait a while before releasing it to us.

I still hope Mr. Joerg will consent to edit the National Archives staff meeting proceedings on maps for us. I also hope you can find someone to do the article on the U.S. census records which I mentioned early in our correspondence.

We certainly ought to have a series of articles on what has pened to European archives and archivists. In the October issue I am running (in Karl Trever's News Notes a vivid letter about what happened to Dr. Posner's old archives in Berlin. Won't Dr. Mc Cain come across with something for us? I think he has been asked, but I never found out what he replied. By a 1 means get the French article if you can, and we will worry about the translation later. I hope Fred Landon consents to write something also. Perhaps you notice Grace Nute's review of the last report of the Canadian archives in which she remarked that it would be helpful to American archivists if Mr. Lanctot would tell us something about his problems in administering the Canadian archives and how he achieves the results he gets. I think the only courteous thing for us to do is to follow up her published suggestion and to solicit something from him. Entre nous, however, I am not too hopeful of the results. Mr. Lanctot has never manifested any personal interest in the Society and Dr. Kenney (although he and his late wife have been longtime close friends of mine) is, dare I say it, a bit long-winded and todious as an author.

I finally published your entire article in the October issue. That is going to run to 106 pages and go at least a hundred dollars over the budget, but omitting all or part of your article would not help much because whenever I did print it, it would still crowd me. I decided we ought to publish it while the subject is still fresh and decidedly that I wanted to print it because of its scholarly, yet readable tone. I have ordered 75 reprints for you to part off, and will be able to send you from 25 to 35 copies of the unbound edition of the issue which I am cutting up and stapling together with a form "separate" statement. I think that will meet your needs, but if you still want 100 copies all alike, you should wire Mr. Harold Bachmann at George Banta Publishing Co., Menasha, Wis., at once. I thought I would have time to write you about this matter before he tore down the forms, but he got in a hurry so I had to make the decision without consulting you.

And now I have a confession to make to you. I know that I know you (aside from our correspondence) but I am not sure just what Richard Wood and you look like. Therefore, it will save all of us embarassment at the conference if you two fellows make yourselves known to me as soon as possible. Probably I will know you the instant I see you, but I may not.

he only price quoatation I have for your rits is also found 175 copies of 30 pages.

Sincerely.



The National Archibes

Masqington 25, B. C.

October 7, 1946

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I shall take time just now only to offer a solution to the problem posed in the last paragraph of your letter of September 29.

Could you not arrange to get here on Wednesday, the 23rd, in time to meet with several of us at my apartment that evening? I live at 1801 16th Street, N. W. (corner of S and loth), which is quite close in. The idea appeals to Messrs. Wood and Trever. It is understood that they are to bring their wives thus making the affair strictly social. Once we are all acquainted, we surely can get together for some business discussion on Thursday or Friday.

If you can make it on that Wednesday evening, perhaps you would like to have me invite some other people as well. Please let me know.

Yours sincerely,



Springfield, Illinois October 9, 1946

Mr. Carl L. Lokke The National Archives Washington 25, D. C.

Dear Mr. Lokke:

Unfortunately I had already purchased my railroad ticket and made my hotel reservation to begin on October 24. before I received your letter. There is nothing I would enjoy more than a little get together with Washington friends at your home on Wednesday, but I am afraid to try to change the reservation at this late date, especially since I had arranged to meet friends in Chicago on Wednesday. I am also having to leave early since I had made my reservations to leave Washington on Saturday night, so I will not be able to attend the Historical Association Dinner that night. As I have an aged mother living with me (86 years old) I have to make my trips as brief as possible, because it is not safe to leave her alone for any length of time, although she is still active.

Just when we can get in our board meeting is something that is worrying me, because the council seems to have taken up all the slack time and several members of the editorial board are also members of the council. We shall have to manage somehow, however, because I feel we really should have such a meeting.

Sincerely,

Editor

MCN: fo



The National Archives

October 17, 1946

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Success has crowned the efforts of Mr. Hill in the Nichols quarter. I inclose the card that Mrs. Nichols sent to him. He has told her that you will write her concerning the length of the article. He suggests that I send Mrs. Nichols any ideas that I may have that we would like to have her discuss. At the moment I am inclined to think that it would be better to leave her to her own devices. Unless you desire otherwise, therefore, I shall let matters stand as they are. I think, however, that it might be well if you would write to her soon and clinch the matter and put a space limit on her if you wish to do so. Mr. Hill mentioned to her the possibility of your using the article in the April issue.

Perhaps some day we could ask Ella Lonn for a similar article.

I have received a nice letter from James J. Talman, Assistant Librarian at the University of Western Ontario. He was formerly archivist of Ontario. He will talk with the present archivist, Miss McClung, with a view to doing something for us in the way of an article. He is coming to the Washington meeting so perhaps you will meet him here.

Do you want me to approach Mr. Lanctot? I am inclined to think, though, that it might be better if you were to approach him. Let me know your mind on this matter. With Three Rivers already in the bag and Ontario headed in the same direction, it looks as if we are going to be well provided with Canadian articles.

I'm glad to know that Miss Ellen Star Brinton has agreed to act so promptly.

I'm writing to McCain today in regard to his article.

What do you think of asking Irene Wright to describe her transcription activities in Spain? Dr. Henry Beers assures me that she has not hitherto done so.

Thank you for making the arrangements in regard to providing me with reprints of the Lieber article. I presume that they will be along in due course and that Mr. Bachmann will bill me for them. It pleased me very much, of course, to have the article appear in full in the October issue. I hope you will not meet with too much abuse for printing such a long tract. The subject really took me over. My wife once expressed her uncertainty as to whether she was married to Lokke or to Lieber!

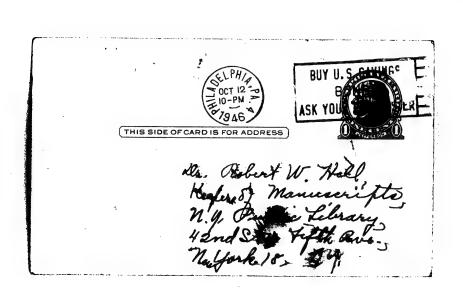
Have you sounded Professor Shannon yet?

My wife and I are disappointed that you will not be able to arrive in town the day before the meeting and come to our place. That feeling is purely personal, however, in view of the hotel situation. You may be vastly more comfortable if you remain in town as short a time as possible. We certainly hope that these very awkward strikes will be over by the time you get here. I am looking forward to meeting you. It is high time.

Sincerely yours,

Cerl R. Ropky

Enclosure



What length would be most effective? 20, let 12 What length would be most effective? 20, let 12 your letter server to remind some of my blessing, town deed are the flaced me in their debt. But the majority of the sarchiviste seem reall, antious for construction scriberem—perhaps the better to overcome scriticism—perhaps the better to overcome budget and full-I-o perations restrictions, In the hope that they would be grateful, rather of that recentful, I toward an opposite colentification of precise colentification of precise colentifications.

Mrs. J.P. Nicholag. 438 Riverview Road Swartnmore, Pennsylvania.

Deer Mrs. Michols:

The Committe on Materials for Research of the Society of American Archivists has forwarded to me your card to Dr. Robert W. Hill of the New York Public Library, with the suggestion that I write to you giving you some idea as to what sort of an article we want for The American Archivist and its length. Unfortunately, they did not send maethe thelier correspondence, so I am somewhit at a loss to know what to tell you. I gather that you have been invited to tell our readers some of your experiences as a research worker and to give us constructive criticisms of conditions found the various archival manuscript departments. Particularly I think it would be valuable for you to tell us, not whether or not you found our assistants courteous or even intelligent -most state arch_viats take the assistants they get and "like them" - but how you like our reference set-up: Do you see ways in which we could improve our descriptive guides, or our indexes or other finding tools; how you prefer to have the materials handed to you - everything of even remote interest produced at once, or a selection handed to you - in general, how, from the standpoint of the user our service can be improved. There is no rule about the length of articles - about five to 10,000 words as needed to make your points.

If you are, as I suspect from the address, the wife of the Pennsylvania professor Nichols who gave us the splendid address on Alice in Wonderland" a few years ago, I feel sure we can leave the subject and length of your paper to you discretion. Needless to say, we would like it at your earliest convenience, though the April issue will not go to press until February first. Just when we publish the article will have to depend upon how it fits in with other articles to be grinted at the same time.

Sincerely,

Mr. Carl Lokke The National Archives Washington . 5, D.C.

Dear Mr. Lokke:

Ever since my vacation s arted I have been trying to organize my information on where we stand with respect to articles, but could not seem to get around to it. Today I determined to do it. I started just after lunch. Since then the laundryman and the plumber have come: Mother decided that he morning glory vines had to come down this afternoon if she had to do it herself; fixed my radio antenna which I cut down along with the vines; helped take care of a dog run over by a car in front of my house; chased a dog away from the tree to which my cat had retreated; chased my cat away from a tree into which he had chased a squirrel; persuaded the family cat not to lie down under the plumber's care(he is a nice cat but like all adolescents hasn't much discretion); looked over what the mail man brought (two ads and a sample magazine); went down cellar on an errand for my mother; answered her half a dozen times; explained to Willie's mother that Mildred Norton the teacher doe not answer this phone even if her last name is the same; and nowithe paper boy has come. I have a couple more days of vacation coming to me, but I give up & I am going back to the comparative peace -if not harmony - of the office tomorrow.

But to get to the subject of this letter. It begins to look as if this year will be less strenges for you and your committee than last year, but we shall still have to do some hard work to get more articles of the type of Mr. Lacy's article which the people seemed to like. I feel more optimistic since the meeting that people will give us more of the sort of articles which particularly interest the smaller archival institutions. Of course, I still want serious articles of the Lieber type, but those are apparently comparatively easy to persuade people to do - at least, we are getting good results there/

I found the Washington meeting stimulating and enjoyed foregathering once more with the National Archives crowd who have not been able to attend many meetings of recent years. It is gust as well that I did not try to change my reservations to have the extra day in Washington for my reservations were badly messed all the way home. The only thing that saved me on the way to Chicago was the fact that the train was all Fullman so they had to take care of me, and did. I don't want to travel again for a long time - and me notorious for an itching foot!

It was good to have met you face to face at last and I hope we shall be seeing more of each other from now on.

Sincereby,

SUGGESTIONS FOR AUTICLES

Miss Mc Clung, a rchivist of Ontario.

I will write to Mr. Lanctot, since you think that advisable.

I have not written to Mr. Shannon about comments on your article because we have not yet published articles on the care of capitured documents of this var, and that was what se wanted him to talk about, wasn't it - i.e., a comparison of grantices.

I would like an article or articles descriptive of the researches on record paper conducted the paper industry institute, or whatever it is called, at Appleton, Yisconsin. Yr. Bunyan, a paper salesman, told me recently that there are to be many changes in the paper industry in the near future and thinks it would be advisable to get the head of that reserve to write about it for us. Mr. Bunyan promised to send me his nise, but if he diff so, the letter has not been forwarded. As I becall it, the man's name was Klaus or Kraus or some such name. Possibly Karl Trees has some contacts therefore certainly Mr. Schribner of the Ustional Bureau of Standards would know to whom to write.

Oliver Holmes promises digests of foreign articles as some as the European journals start up again.

November 8, 1946

Mr. Carl J. Lokke, Chairman Committee on Archival Research Society of American Archivists The National Archives Washington, D.C.

Dear Mr. Lokke:

For the article descriptive of the work of the Institute of Paper Chemistry, particularly its researches on writing and printing papers, you should write to Dr. Mestbrooke, President. The address is Appleton, Wisconsin. You might say that Mr. O.H. Runyan of Bradner Smith Paper Company of Chihago suggested that he write to him for such an article.

Miss Brinton's article has just come, but I have not had a chance to look at it.

Sincerely,



The National Archibes

Mashington, P. C.

Nevember 18, 1946

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield. Illinois

Dear Miss Nerton:

Enclosed is Miss McClung's article. Also enclosed are copies of my letters to her, to Dr. Westbrooke, and to Dr. Hunter. You will note that I made the one to Miss McClung as pretty as possible. I hope that you, on your part, will follow up and print her paper as soon as possible.

I thank you for your nice long letter. I have noted the centents carefully and you will hear from me further in regard to them. It was a great pleasure indeed to meet you at last after so many months of correspondence.

Thank you also for the reprints which arrived today. A hundred others arrived from the Banta people a week or two age. I presume Banta will bill me for them.

Sincerely yours,

Carl L. Lokke

Enclesures

Miss Helen A. McClung Previncial Archivist The Parliament Buildings Toronto, Ontario

Dear Miss McClung:

Your paper entitled "Department of Public Records and Archives of Ontario" reached me today. Thank you very much for it. I shall send it on to Miss Horten at once.

Having heard Dr. Talman at the meeting last month and now having read/your paper, I am more convinced than ever that it was a good idea to try to get semething into The American Archivist on the Provincial Archives of Ontario. We are likely to forget, as Dr. Talman said, how close Ontario is to us. I am sure that a number of people both east and weat, to say nothing of south, will want to know about the records you describe. I hope Miss Norton can find space for your article in an early issue.

Sincerely yours,

Carl L. Lokke

CLL:d

Dr. Westbrooke, President Institute of Paper Chemistry Appleton, Wisconsin

Dear Dr. Westbrooke:

Mr. O. H. Runyan of the Bradner Smith Paper Company of Chicago has suggested to Miss Margaret C. Norton, editor of The American Archivist, that you might be willing to write an article on the work of the Institute for this journal. Miss Norton is very much interested in making available to the readers of The American Archivist the latest information regarding researches on paper. Many changes are taking place in the paper industry at the present time, we understand.

Perhaps I should explain that I write you as chairman of the Committee on Archival Research which has the function of undertaking to persuade people to write articles for The American Archivist. I hope very much that you will oblige us with an article on paper.

Sincerely yours,

Carl L. Lokke

CLL:d

Dr. Dard Hunter Paper Museum Vassachusetts Institute of Technology Cambridge, Massachusetts

Dear Dr. Hunter:

You will recall my writing to you last summer to ask whether you would do an article on watermarks for The American Archivist. In your reply dated July 13 you suggested that I write you again in mid-November, as you were then too busy to undertake any additional work.

It is now mid-November, and we still wish very much to have an article by you on watermarks. Miss Margaret C. Norton, our editor, reminded me only last week that the time was at hand to approach you again. I hope you will find it possible to oblige us. The eld saying is, you know, that if you want something done you should ask a busy man to do it.

Sincerely yours,

Carl L. Lokke

CLLid



The National Archibes

Mushington, B. C.

November 21, 1946

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Enclosed herewith is a letter dated November 19, from Dr. Dard Hunter, in reply to mine to him. In view of the questions that he asks, I think it best that you carry on from here. Permit me in passing to put in a plug for the combination approach to the subject of watermarks. It seems to me that such an approach would be more interesting than a strictly historical or a strictly mechanical one.

Enclosed also is a check in the sum of \$24.78 made payable to the Society of American Archivists in payment of those reprints of the Lieber article. Banta appears to have sent me 100 rather than 75 copies but if they care to bill me for 75, it is all right with me. Perhaps the difference in number has some relation to the fact that none of the hundred has a cover.

Dr. Carl Kulsrud has just informed me that he is sending you his paper on "Sampling Rural Rehabilitation Records for Transfer to the National Archives." It relates to the records of the Farm Security Administration. I wrote you about this paper in May. I have asked him to include a list of the countries affected.

Sincerely yours,

Carl I. Tokke

Enclosures

MASSACHUSETTS INSTITUTE OF TECHNOLOGY

CAMBRIDGE, MASSACHUSETTS

UNITED STATES OF AMERICA

DARD HUNTER PAPER MUSEUM

November nineteenth mcmxlvi

Mr. Carl L. Lokke The National Archives Washington, D. C.

Dear Mr. Lokke:

Thank you for your letter of the eighteenth in which you refresh my mind relative to a promised article dealing with watermarks in paper.

I will be glad to put together such an article, but first I would like to know about the number of words and how many illustrations and how they would be reproduced. Perhaps if you will also send a copy of "The American Archivist" it will be of help. Is your idea for an article of an historical nature or simply from the mechanical viewpoint, or perhaps a combination?

Sincerely yours,

Dard Hunter / ms

Novermber 25, 1946

Mr. Carl L. Lokke, Chairman Committee on Archival Research Society of American Archivist The National Archives Washington 15, D.C.

Dear Mr. Lokke:

Just a note to acknowledge receipt of Miss Mc Clung's and Mr. Kulsrud'd articles and of your letters with enclosures: copies of your letters to divers persons and the reply from Mr. Hunter. I hope be get favorable responses from all of them. Mr. Lanctot has promised to write an article on the Canadian archives and wants to know how long to make it. How if all these people will come across, we shall be sitting pretty!

gincerely,

EDITOR

P.S. Your check has been forwarded to the Secretary. Thank you.

November 16, 1948

Hon. G. Loncton Deputy Finister Public Archives of Canada Ottawa, Canada.

Dear Mr. Lanctot:

It is indeed gratifying to have your consent to tell us sometling about the Canadian archives in the column of The gmerican problems.

For anything as important as the Conndian Archives I do not like to set a space requirement. Most of our contributors write ten to twenty-five double spaced correspondence sized typed sheets, but I want you to take the space you need to present your subject.

As I said in my previous letter, I believe our readers are fairly familiar with the con ents of your archives since Dr. Kenney and others have from time to time, described them to Americans. What we primarily want to know is how your department functions - what your collections policy is, what your staff organization is, and in general, what you tell visiting archivists about your institution. For instance, you have the most generous policy with respect to hours and freedom of access to visiting scholars of any institution I know about. We want to know about that, and how you protect your archives from misuse. I won't try to tell you what to say in your article. I am sure anything you have to tell us will be of great interest, especially to some of our younger members who have not been able to visit back and forth over the border as freely as we did before the war.

You will be pleased to know that we have received a nice article on the Department of Public Records and Archivet of Ontario written by Miss Helen A. Mc Clung, provincial archivist. We hope for more "hands across the border" in the future.

Sincerely,

Managing Editor

Mr. Dard Funter
Dard Hunter Paper Museum
Massachusetts Institute of
Technology
Cambridge, Massachusetts.

Dear Mr. Hunter:

It is indeed a matter of gratification to learn through your letter forwarded by Mr. Carl Lokke, chairman of our Committee on Archival Research, that you have agreed to write an article on Mater-marks for us. At Mr. Lokke's suggestion I am writing to you to try to give you some idea as to what we want.

Under separate cover I am sending you a copy of the last issue. As you will see, this journal is the official organ of the Society of American Archivists. Our membership both in this country and abroad ranges from highly specialized staff members of the National Archives, state archives, manuscript curators and archivists of various types of business and institutional archives.

In writing your article, I would say that you can assume that most archivists know very little about the history or mechanical side of the subject of watermarks, but would like to know more about the waterwarks we find in older and not so old documents which pass through our hands. In other words, without using so unflattering a title, your subject might be "What the American Archivist Chould Know about Watermarks." Personally I very much enjoyed the articles which appeared in Printing Digest some years ago, though I do not believe many archivists saw them. years ago a member of our Illinois archives staff became interested in the watermarks which appeared in a collection of 1 th century Illinois French and early American records which had just come to us. I suggested that he study the subject and prepare an article for Illinois Libraries, our staff bulletin. He immed lately ran into two difficulties. First, he did not have very good luck in making photographic copies of our watermarks, and wished he could find a good description of the technique. Next, he discovered that the available books on watermarks dealt with watermarks of the continent and did not mention those of obvious British origin, such as the frequent variations of the figure of Britannia. The article never got written, partly because he left our staff before he had had time to do much work on the topic.

It occurs to me that our experience here is quite typical. All American archivists and manuscript curators have in our custody thousands of papers from the seventeenth, eighteenth and nineteenth centuries which have interesting watermarks about which we are curious, but about which nothing seems to be in print. Some of these papers were manufactured in this country, many in western Europe.

Would it be asking too much of you to write something from this point of view? We do not want to impose upon you, and will leave it to your own desires and possibilities to decide whether to give us something original or whether to send something to be reprinted from an earlier publication.

You ask about illustrations. Our budget is very restricted, but an article on watermarks without illustrations would have little interest, and we will strict our budget somehow to have adequate cuts made. Ferhaps you have some cuts which you could loan to us, as was done by Mr. Lacy in his article featured in the October issue. If so, we could use almost any number of such cuts. I would say that for cuts we would have to furnish, we could not use more than five pages.

The length of your article I will leave to you. Normally we prefer articles of ten to 25 printed pages but your subject is so such great interest that we will be glad to run what you send, be it short or long, in one article or to be run serially.

I realize that this long letter is not really answering your question, but what we want is semething from you and we leave what it will be to your own inclinations.

Sincerely,

MANAGING EDITOR

1801 16th Street, N. W. Washington 9, D. C. December 3, 1946

Wiss Helen L. Chatfield, Treasurer Society of American Archivists 3700 Massachusetts Avenue, N. W. Washington, D. C.

Dear Miss Chatfield:

Thank you very much for this check for \$15.00 which you have sent me at Miss Norton's request. I had not planned to ask for any money with which to buy stationery and stamps but this amount will surely be more than enough to take care of my needs. In accordance with your request I shall keep account of expenditures made pending the day of reckening.

Sincerely yours,

Carl L. Lokke

OLLid



Dr. Margaret C. Norton,

Managing Editor, THE ARCHIVIST,

ILLINGIS STATE LIBRARY?

SPRINGFIELD;

ILLINOIS.

Study 270, Library of Congress, Wash. 25, D.C .

Dec. 4, 1946.

Dear Dr. Norton.

Four delightful letter is at hand and duly

pondered.

The you would like the article for the issue which goes to press, I could write it up the first month of 1947, getting it to you by your Feb. 1 deadline. Have rather enjoyed giving fugitive moments to it, for some time past and notice that my docier has "its points". If your plans for the April issue now are such that this article would not quite fit, just drop me a card and I shall move its writing to another date. I find that I need to deadline all my output, to get it all in, y'know; and if I don't need to apportion any of Feb. to ARCHIVIST I'll shuffle my deadlines accordingly. I think I would rather like the April issue, come to think of it.

Refly eargo to me at Cordially Refly eargo to me at Cordially

Mr. Milton Halmey Thomas Curator of Columbiana Columbia University New York 27, New York

Dear Thomas:

Thank you for your letter of Tovember 21 in which you quoted two very interesting passages from the diary of George Templeton Strong. They fairly made my mouth water. I wish I had had them when I was working on the Lieber article. Imagine calling Lieber lazy!

When I first began to collect material for the article in July of last year I was much puzzled over Lieber's connection with Columbia from 1865 to 1867. At that time I wrote to Philip Hayden to ask whether Lieber had obtained a leave of absence. When he indicated in his reply that Lieber continued to give his lectures, I was even more mystified. Soon after that, however, I came upon the explanation in the appointment of Norman Lieber to conduct the routine affairs of the Archive Office. I became so involved with the files of the Archive Office in the National Archives and the manuscript collections in the Library of Congress that I did not look for material elsewhere.

Your letter suggests something to me in connection with all the materials in your custody. Would you be willing to write a general description of them for The American Archivist? As you may know, it is my function these days as chairman of the Committee on Archival Research to promote the writing of articles for our journal. If you would prepare an article of this sort, I should think it might help to bring about further gifts and deposits of manuscripts. I presume that a history of the University will be prepared in honor of the two hundredth anniversary in 1954 and of course the more material the writer has to work with, the better the history ought to be.

You may have noticed the article entitled "Arcana Siwash" published in the April issue of The American Archivist, which pointed out the inadequacies of most college histories stemming from inadequate sources. I myself rate highly, as is natural, the official and private correspondence of professors. Just before his death in April. 1944. Professor Eugene N. Curtis of Goucher permitted me to

make copies of two letters that Professor C. D. Hasen wrote to him in 1917 when the Curtis dissertation was going through the press. These letters reveal Hazen the stylist, gently pointing out to the younger man certain infelicities in his choice of expressions. Perhaps you already have a great deal of such material, but if you were to do an article for the <u>Archivist</u> the rest of us would know what you know.

I hope to see you in New York at the American Historical Association musting after Christmas. In any case, please let me hear that we may expect an article from you.

Sincerely yours,

Carl L. Lokke

CLLsd

Mrs. Jeannette P. Nichols Swarthmore, Pennsylvania.

Dear Mrs. Nichols:

Having just last week got copy for the January issue of The American Archivist off to press (five weeks late due to circumstances outside my control) I have not yet begun to plan on what to include in the April issue. It is impossible for me to say at present, whether or not I can print your article in that number. That will depend upon its length and upon how it balances with other articles. If it is what I am expecting, it would probably fit very nicely into that number, but I cannot commit myself just yet. My deadline for the April number will be February first. Since you write in terms of doing the article in February, how ever, perhaps we had better wait for a later issue. The deadline for the July number will be May first.

What you are going to write about needs to be said, and from what I hear, you are the person to say it. I shall look forward to seeing your article with keen delight, thorafore.

Sincerely,

MANAGING EDITOR



The National Archives Washington, D. C.

December 13, 1946

Miss Margaret C. Norten, Editer The American Archivist Illineis State Library Springfield, Illineis

Dear Miss Norten:

Enclosed are divers carbon copies of recent letters, also originals from Dr. Westbrook Steele and Dr. Philip S. Klein. You will see what I have promised in your name. If I am going too far, please cry out.

With both paper men, Hunter and Steele, part way into the bag, you eight to feel much elated. I do - for my part in getting them that far.

Please accept my best wishes for the holiday season.

Sincerely yours,

Carl L. Lokke

Professor Phillip S. Klein Department of History Pennsylvania State College College Station, Pennsylvania

Dear Professor Klein:

Mr. Karl L. Trever of our staff has called my attention to the interesting item in the Harrisburg News of August 5, 1946, in regard to the finding of the papers of Governor James A. Beaver of Pennsylvania.

It is my function as chairman of the Committee on Archival Research, Society of American Archivists, to obtain articles for our journal. Would you be willing to write an account of, say, five or six pages on the Reaver collection? I believe that a number of our members would be interested in reading such an account in The American Archiviste

Perhaps you have not yet had time to examine the papers thoroughly. For our purposes, of course, it would be sufficient to get a general description of these papers with perhaps a few illustrations from their contents as one finds them in this news item. If, in view of the teaching burdens this year, you cannot let us have an article until next summer we will be glad to wait.

I hope that you will see your way clear to oblige us in this matter. I take this occasion to ask you to remember me to your new colleague, Professor Frank Freidel.

Sincerely yours,

THE PENNSYLVANIA STATE COLLEGE

SCHOOL OF THE LIBERAL ARTS

STATE COLLEGE, PENNSYLVANIA

HISTORY

December 5, 1946

Carl L. Lokke The National Archives Washington, D. C.

Dear Mr. Lokke:

Thank you for your letter of 26 November in regard to the finding of the papers of Governor James A. Beaver of Pennsylvania.

I will be very glad to write a short account of the Beaver collection for The American Archivist. As I have not as yet had time to go through the papers except in a most cursory way, I would prefer to postpone the article until next summer. If you will let me know what your deadline is for contributions to the summer issue, I will see to it that you get a description of the Beaver collection.

Frank Freidel sends his regards to you. He is getting along well here and we are delighted to have him.

Sincerely yours,

Philip S. Klein

PSK:dk

Dr. Philip S. Klein Department of History Pennsylvania State College State College, Pennsylvania

Dear Dr. Klein:

I am delighted to hear that you are willing to prepare an account, of the James A. Beaver collection for <u>The American Archivist</u>.

Your letter is going forward to Miss Margaret C. Norten, the editor, who will write to you in regard to the deadline for the summer issue. She has customarily set the date two menths prior to the date of the appearance of the journal. Hewever, she can tell you this more exactly than I can.

Thank you for your cooperation. Perhaps we may meet at the American Historical meeting in New York after Christmas.

Sincerely yours,

Carl L. Lokke

CC Miss Norton

THE INSTITUTE OF PAPER CHEMISTRY APPLETON, WISCONSIN

December 9, 1946

Dear Mr. Lokke:

In response to your letter of November 14 regarding an article for The American Archivist, we would be interested in knowing the type of paper that is wanted. Such a paper might be written from either one of two viewpoints; that is, with particular reference to the unique relationship which the Institute has between education and industry, and the work done in this field; or the paper might be directed toward the developments in the scientific field of paper chemistry.

If you will let me know your preference in handling the subject matter of the article, I will be able to find the appropriate person in our organization to make such a contribution. I might mention in passing that of the two, the first suggestion would be somewhat less difficult of accomplishment since it would not involve the technical discussion nor scientific details required in the second. This is particularly true as our organization is necessarily one in which the results of scientific research must be handled on a confidential basis.

Sincerely vours

Westbrook Steele Executive Director

Mr. Carl L. Lokke, Chairman Committee on Arcaival Research The National Archives Washington, D. C. Dr. Westbrook Steele, Executive Director The Institute of Paper Chemistry Appleton, Wisconsin

Dear Dr. Steele:

I have your letter of November 9 in which you give me the good news that you are willing to have prepared an article on paper for The American Archivist.

As Miss Margaret C. Norten, the editor, has the final decision in regard to the content of articles, I am sending your letter on to her. She will doubtless reply promptly in regard to the type of approach she prefers.

Thank you for your cordial response to our request and please accept my applogies for making the initial mistake in regard to your name.

Sincerely yours

Carl L. Lokke

oo Miss Norten CLE:d

December 10, 1946

Mr. Westbrook Steele Executive Director Institute of Paper Chemistry Appleton, Wisonnsin.

Dear Mr. Steele:

Dr. Carl Lokhe, chairmass of the Committee on Archival Research of the Nociety of American Archivists, has forwarded your letter to me with the suggestion that I realy.

Most / Erheam archivists are vaguely aware of the fact that the paper industry meintains a laboratory at Appleton to do research on paper, but most of us know little more about it, and I should like to have some one in your organization bring us up to date on such subjects as the general scope of your work, hos it is financed, how it is organized, those gatters rather briefly; then to tell us what you care to about your researches in the matter of improving the qualities of pormapence and derability of the papers which archivists have to deal with now and in the Suture. Resember that while we archivists hold out for so-called record parers for permanent records, actually we are dealing with any documents which are not intended for permanent preservation, also with many decements which are written or typed on poor paper which have to be preserved indefinitely. That do you care to tell us about new materials being experimented with, or new methods of manufacture. Particularly we should like to know about research in the matter of such plantics used for covering documents and the chemical reaction between paper and cellulose acetate, etc.

In other words, at present we need to know in general what the paper industry and particularly your laboratory has in store for archivists and makers of seconds, what publications you have issued which would be of particular interest tojus, to what extent, if any, we can call upon the services of such an organization as yours with our probless.

Later, we will be glad to consider printing notes or extended articles on the more schentific angles, if you care to have such things submitted. Meantime, we are grateful for your promise of cooperation.

Sincerely.

December 19, 1946

Mr. Philip S. Klein School of the Liberal Arts Pennsylvania State College State College, Pennsylvania.

Peur Mr. Klein:

Carl Lokke, chairman of the Committee on Archival Research of the Society of American Archivists has forwarded his correspondence with you in regard to the article on the finding of the papers of Gove nor James A. Beaver of Pennsylvania, which you have knidly consented to write for us. He suggests that I give you an idea as to the deadline.

As Mr. Lokks has told you, the deadline for each issue is two months before the date of issue - that is, the deadline for the July 1047 issue will be May first. I could not publish your article before the July issue because of other commitments, but would appreciate it if you could get copy to me so that it could be considered for the July issue. I cannot at this date promise just how soon we could publish it, because when I come to assemble a number I like to have a choice to permit of a good balance. However, if May first is too early for you, submit the article when you can.

Sincerely,

MARIAGING EDITOR

Wr. Carl L. Lokke, Chairman Committee on Archival Research Society of American Archivists The National Archives Washington 25. D.C.

Dear Mr. Lokke:

Just a note to acknowledge, with heartfelt thanks, the correspondence you have forwarded with prospective writers of articles. I have written to Messrs. Hunter and Steele, outlining what I have in mind for them to write about; also to Dr. Klein about deadlines.

Between your efforts and the recent convention I am pretty well fixed for articles right now, but still lack some of the articles on archives technique which I hope Mr. Hunter, Mr. Steele and others can supply. If all the people who have promised to write, produce, we shall be sitting pretty. The only trouble is that they are all wanting me to print their article in the April issue, and that I cannot - not for all of them.

Some day soon when I am less sleepy than I am tonight, I will give you a report on where we stand as of today.

sincerely,

MANAGING CDITOR



The National Archives

Washington, D. C.

March 6, 1947

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Messrs. Holmes and Brooks have just received a letter from Mr. Sargent B. Child who, as you probably know, is now in London with the United States Information Service. In this letter Mr. Child makes a proposal which I suspect you may find interesting. It is that we attempt to get Roger Ellis, Hilary Jenkinson's Chief Assistant, to write an article on the housing and care of the records of the British Foreign Office and other agencies during the war. Child thinks that Ellis has done a magnificent job in handling the records. Moreover, Ellis is now in the process of transferring the Foreign Office records from their war hideout to a peacetime depository. What do you think about this proposition? It is my impression that it might be worthwhile to try for such an article. Mr. Child indicates that Ellis is an able man in his thirties who has not acquired "any of the vinegar of his boss in his own blood."

Now for proposition number two. (I forgot to say that both the above proposition and the one I am now about to make have come to me through Karl Trever.) As you probably know also, Dr. Llaverias the Director of the Cuban National Archives, is terminating his long series of publications relating to those archives. Presumably before too long he will terminate his active period of service. Dr. Roscoe R. Hill has sounded Mr. Trever in regard to his (Hill's) doing an article on Llaverias and his work for The American Archivist. What do you think? This proposition, like the first one, appeals to me.

Please let me have your views in regard to publishing such articles.

Sincerely yours,

Orl L. Lokke



The National Archibes

Washington, B. C.

March 12, 1947

Miss Margaret C. Norton, Editer The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Enclosed herewith you will find two manuscripts by Mr. Fred Shelley, now on the staff of the Division of Manuscripts, Library of Congress. One is entitled "Manuscripts in the Library of Congress: 1800-1900" and the other, a short item of three pages, has no title at all. Mr. Shelley suggests that you might like to use the latter as a filler.

Mr. Trever placed both of these items in my hands yesterday and asked me to send them on to you. I like them both. It seems to me, to be sure, that Mr. Shelley gives an inordinate amount of space, under his section 5, to the trial of the two men who undertook to get off with some manuscripts in 1897. Perhaps you may not think so. In any event, will you kindly look them both over and let Mr. Shelley know what your judgement is? His address is given on the self-addressed stamped envelope attached to the smaller manuscript.

Mr. Trever wants me to tell you that Shelley's article everlaps only slightly the one he (Trever) is preparing.

That is all for today. There are various other things on my mind but I'll pass them along a bit later.

Sincerely yours,

Carl L. Lokke

Dr. Carl L. Lokke Committee on Archival Research Society of American Archivists The National Archives Washington 15, P.C.

Den Pr. Lokke:

it has been a long time since I have written you and I must confess it has been because I have been temporarily flus, with articles on hand. Holever, I have had none of the articles which you so icitied and which have been promised us - Frs. Michols, Pard Hinter, et al. I still have hopes about Munter because he wrote me asking what I wanted and sent me several things about himself including a rather good paper about the Hunter Paper Museum. replied that I onjoyed thom, and though sometime I might like to reprint the paper about the Hunter Museum if he could tell me to whom to apply for permission; I said I also anted a watermarks paper from him. He has not replied so i am hoping that some fine day a nice thick envelope will come from him. We have several other promises out which I hope will come to fruition. By the way, if you happen to see Mr. Friss, please remind him that he has not yet sent the promised revision of the paper he delivered at the Washington paper, but that I have the paper he presented. and I think it is good, and I may print it as it stands if he does not come across.

I like your suggestion that Roger Ellis should be invited to write an article on the housing and care of the records of the British Foreign Office and other agencies during the war. I definitely think we ought to have more English articles. When you write him you might ask him to remind Dr. Jenkinson that he has also promised us a note or atticle on the subject of how to deal with records which have been restored to official custody, in pursuance to his comments on the subject in connection with the translation of Muller, Feith and Fruin.

Just after Pr. Hill's return from the dedication of the Cuban archives I talked with Pr. Buck about having one of them do an article on the Spanish archives, but Pr. Buck felt that perhaps it would be better to wait in view of the pending publication of his book on the South American Archives.

Now I think would be an appropriate time to ask Pr. Hill to write an article. Pr. Holmes has promised me an article on his trip, and I think Pr. Hill should see that before he writes his. Pr. Holmes MANN says I have a pretty good idea of what Hill expects to cove in his article and there will be no conflict between his and mine, should I get around

to writing mine this spring. To don't let anything like that worry you in deciding upon Hill's proposal." And I won't. Please go ahead and solicit the article. As you know, I have felt for some time that we should publish something about our foreign honorary members, not so much as justification for making them honorary members, but so our members could know why we think they deserved the honor. Probably we don't need so much publicity on Jenkinson, for we all know about him, but we do about the others. Mc Cain will do something about Re. At least, he said in a recent letter that he is getting his thoughts together about his Italian experiences and will write something.

There is one other British article that I think we should solicit but I hardly know from whom. I have been very much interested in the new English plan to make an inventory of all British manuscripts and archives in local dejocatories, apparently much like our Historical Decords and Federal Records Surveys, only this will not be a work project but done by volunteers. You will find quite a bit about this in recent publications of the British Records Association. I think perhaps we might wait until they have actually got the thing going, then have a bang up good article, probably by the head of the program.

Within recent weeks I have had two reports, one from a member in South Phodesia and the other a report of a remark by Morris of New York, both to the effect that they think the Lieber article one of the if not the, best articles which have ever appeared in The American Archivist. I was fascinated by it myself. I still hope we will be able to get an article or articles on European captured archives in this war, so that we can call for the comparative review article which you and have have discussed from time to time.

I had a note from the printer today saying that he hopes to get page proof for the April issue to me this week-end. I hope to get off the July number to him the end of March.

I am working on Radoff to do a manual on calendaring, and he has half promised. I know a lot of archivists don't think much of calendars, but that is about the only way you can treat historical correspondence and rivate manuscript collections; after all, a large proportion of our members are dealing with such matters rather than with the records administration phases of archival work in which the National Archives and Illanois are particularly interested and we must be helpful to such members.

Sincerely,

Dr. Carl L. Lokko, Chairman Committee on Archival Research Society of American Archivists The National Archives Washington 5. D.C.

Dear Mr. Lokke:

This will acknowle go receipt of the two contributions from Mr. Shelley of the Manuscripts-Division of the Mabra y of Congress. I have written him that we will publish both, but I do not know when.

Mr. Noll has just eent see a copy of his War Department Meanual on microphotography. It is so practical in its approach to many problems with which see are faced every day that I have asked him if he cannot contribute some "fillers" on various aspects of the applications, etc., or let me re rint some of the sections from this manual. Perhaps you can "sork on" him for something. I have had several comments lately to the effect that The American Archivist ought to print more on the subject. Of course what was what I had in mind when I asked Vernon Tate to servee on the technical committee. He has promised to help me later, but he is excusably occupied with other things at the present. I hope Mr. Noll can help us meantime.

Sincerely,

MANAGENG EDITOR

I am working on page proof for the April issue and have selected the articles for the July issue.



The National Archibes

Mashington, D. C.

May 20, 1947

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Enclosed are a copy of my letter of May 6, 1947 to Mr. L. M. Williams of Juneau, Alaska and his reply of May 8. Will you send him a copy of the American Archivist?

Karl Trever suggested writing to Mr. Williams. I was particularly glad to do so as I have in recent months been digging into records on Alaska. Until Trever spoke to me, however, I had been hesitant to ask for an article so close to my own interest.

The Edward L. Keithahm referred to will probably be inclined to dwell upon the holdings of the Territorial Library and Museum rather than records throughout Alaska. If he does perhaps at some later time we might try for a broader article.

In any case I hope the idea of an article on Alaska will appeal to you and that you will indicate to Mr. Keithahn about what you would like him to say in his account of the records.

Sincerely yours,

Carl L. Lokke

Mr. Ilewellyn M. Hilliams, Secretary Aleska Board of Commissioners of Public Archives Juneau, Alaska

Dear Mr. Williams:

Your name has been brought to my attention in connection with the efforts of the Society of American Archivists to obtain suitable material for publication in its quarterly journal. Would you be willing to prepare an article on the work and objectives of the Alaska Board of Commissioners of Public Archives?

It is the desire of Miss Margaret C. Norton, the editor of the American Archivist to place as much emphasis as possible on State and local records. The April issue contains an article on the archives of Ontario. An article on Alaska would be very much in line with this program.

I should like to add that Alaska in this connection has for me more than a professional interest. Nost of my beyhood was spent in Seward Peninsula. Several menths ago I tried to obtain copies of some documents in Nome only to learn from the clerk of the court that the records had been destroyed in the fire of 1934.

It is high time for light on public records in Alaska. I hope you will supply it.

Sincerely yours,

Carl L. Lokke, Chairman Committee on Archival Research Society of American Archivists

UNITED STATES DEPARTMENT OF THE INTERIOR

OFFICE OF THE SECRETARY

FOR THE TERRITORY OF ALASKA

JUNEAU, ALASKA

May 8, 1947

Carl L. Lokke, Chairman Committee on Archival Research Society of American Archivists The National Archives Washington, D.C.

Dear Mr. Lokke:

In reply to your letter of May 8, will you be so kind as to send a copy of the American Archivist so that we may get some idea of your style and general composition of your magazine?

Relative to a suggested article for the publication, I am referring the matter to Edward L. Keithahn, Librarian and Curator of our Territorial Library and Museum, who is one of our best informed men on these matters.

Very truly yours,

Lew M. Williams, Acting Governor.

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MATIDHAL ARCHIVES

MAIL SECTION

cc: Edward L. Keithahn

Mr. Llewelly N. Williams, Secretary Alaska Board of Commissioners of Public Archives Juneau, Alaska.

Dear Mr. Williams:

Through Dr. Carl L. Lokked chairman of the Committee on Archival Research of the Society of American Archivists you have recently been solicited for an article on the Alaskan archives for The American Archivists. I wish to second Dr. Lokke's request to you. I have no particular suggestions about what should be included other than to ask for a description of the extant archival resources, something of a history of the administration of the archives in Alaska and information about the present organization of your department and plans and hopes for the future. If that sounds like too big and order for an article of from five to ten pages, please feel free to confine yourself to whatever aspects you think would be of greatest interest to your fellow archivists.

In accordance with his request, a copy of the April 1947 issue of The American Archivist has been mailed to Governor Williams.

Sincerely.

Managing Editor

Dr. Carl L. Lokke, Chairman Committee on Archival Research Society of American Archivists The National Archives Washington 25, D.C.

Dear Mr. Lokke:

Even though I have been slow in answering your last two letters, I want you to know that I appreciated them. I have written to the London Times for permission to reprint the article by Joan Wake on "The Materials for History" which is a fine editorial. And I certainly do hope Mr. Keithahn comes across with an article on Alaska. I have already had one request from a Canadian member for more articles on Canadian archives. While Alaska is not of course Canada. I think it would fit in well with the Canadian series. We must get after Mr. Lanctot also once more.

Although printing costs have had me trim my sails and although refusal of some people who ought to write to do so has cut down on some of the type of articles I wanted, I think we are getting a better balance of interest than formerly, if I do say so. I aim for one article each time on some technical phase of archival work, one on some phase of foreign or international archives, and one or two articles or convention papers. I still have a good backlog of unpublished articles which explains why I have not been hounding you as much this year as last year. But that does not mean that I do not want you to continue to be on the lookout for interesting articles.

Mr. Thompson, the bookbinder from Long Island has promised the first of his series for the October number. I suspect these will be more addressed to librarians than to archivists, despite what I have said, but I still think they will be pretty good.

So far nothing from Mrs. Nichols or Dard Hunter. Perhaps you had better give them gentle nudges once more.

What a surprise to hear that you came from Alaska! I don't know why it surprised me but somehow I would never have associated you with that part of the world.

It is beginning to look as if bur library organization

bill now pending before the General Assembly will pass: No matter which way the cat jumps there will be a profound effect on the Illinois archives. Sometimes I think the changes will be for the better, sometimes I feel rather discouraged, but being a natural born optimist I have enough curiosity to try to stick it out to see how it will be.

Sincerely.



The National Archibes

Washington, B. C.

August 7, 1947

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Enclosed are copies of the annual report of the Committee on Archival Research for this year and my recent letter to Milton Halsey Thomas, Curator of Columbiana, Columbia University.

You will note, of course, the brevity of the report. It reflects the picture as I see it from here. If you think it is too optimistic please say so.

The Banta people have billed me for the Lieber reprints. You will recall that I sent you last November a check for the reprints made out to the Society of American Archivists. It was duly deposited to the credit of the Society. I have asked Cappon to straighten out the matter with Banta.

I plan to leave early next week on a month's trip to the west coast. Unfortunately family considerations make it impossible for me to drop in on the Colorado meeting. May it be a good one!

With best wishes,

Sincerely,

Carl L. Lokke

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REPORT OF THE COMMITTEE ON ARCHIVAL RESEARCH

The files of this Committee have swelled but slightly this year.

Two complanations may be given. First, the period covered by the present report is shorter than usual because the date of the annual meeting of the Society was advanced. Secondly, the situation at the editor's desk with respect to material for publication has markedly improved. In consequence there has been less need for the Committee to press its campaign for articles.

It would be unwise, of course, to become too complacent in the face of our present good fortune. The flow of material may taper off. But if things continue in their present course, as we hope they will, the primary function of the Committee may be that of "standing by." This does not preclude the desirability of keeping on the alert for manuscripts of particular promise.

5 August 1947

Carl L. Lokke

Mr. Milton Halsey Thomas Curator of Columbiana Columbia University New York 27, New York

Dear Thomas:

I have just been through the files of the Committee on Archival Research for the past year preparatory to writing an annual report for the Secretary of the Society. Among the papers I find your letter of 17 December 1946 which should have had a reply long since.

I went to the AHA meeting as planned but the time got away from me and I did not manage to work in a visit to the University. My present letter is a substitute for the talk I had hoped to have with you at that time.

How are you coming with the projected article on the Columbiana collection? Miss Norton, I am sure, would be glad to have one along the lines indicated in your second and third paragraphs. She is keen to get material into the journal showing how archivists and curators in various places meet their practical problems. I lean a bit more to the historical content of records, although I too face the practical problems every working day. Your discussion promises to be interesting on both operating and historical counts. In any case I believe a man produces the best article when he writes it the way he wants to.

As regards membership in the Society, there is no need to feel embarrassment on that score. Thank God we haven't yet reached the point (I hope we never reach it) where we are obliged to ask contributors to be members. So don't hesitate to send the article along as soon as it is ready.

Next week I plan to leave for the west coast to be gone a month. If your article should be ready before September I suggest that you send it direct to Miss Norton in order to avoid delay.

With best wishes,

Sincerely,

Dr. Carl L. Lokke The National Archives Washington 25, D.C.

Dear Dr. Lokke:

Thank you for the copy of your report. Yes, we do seem to have a comfortable backlog of unpublished material just now, though there are still topics on which we do not as yet have adequate coverage. If all the people who have promised articles would just come across! Dard Hunter, the Paper Institute man (Steele), Jenkinson, Mrs. Nichols, etc.

I am sorry you are still having difficulty straightening out your accounts with Banta. As you say. Dr. Cappon will have to do it, because I know your check to the Society was forwarded to him. I handle reprints differently now - I tell those who want them to make their own arrangements with Banta so we are not in the picture except as a sort of guarantor. Has your check come back?

The Colorado meeting will be a small one. I fear, judging from the number of people who have written that they are not going. I cannot go myself because of the serious illness of my mother.

Some one has suggested that we ought to publish an appreciation of Roscoe R. Hill and I guess we should, though waiting a whole year after his retirement is not so good either. The suggestion was made that this should not be written by any one at the National Archives. We ought to be able to find some one in the State department to do it.

I realize that this letter will not reach you since you are on your vacation, but I have had to spend so much time at the hospital lately that my corresondence has got behind. I am trying now to clear my desk.

Sincerely,

Managing Editor.

Dr. Cscar Broncer Acting Director American School of Glassical Studies Athens, Greece

Dear Oscar:

Our Librarian has just shown so the letter you wrote on Hovember 19, 1947, to the American Execute Ristorical Luseum. It was printed in the December issue of their <u>Bulletin</u>.

Along with the pleasure of reading this letter a thought came to me in regard to the archives of the American School of Classical Studies. As Chairman of the Society of American Archivists' Committee on archival research it is my job to look about for article material to publish in the American Archivist. A description of the operating files of the School would suit our purposes nicely. Will you write one?

The article need not be long; three to six typed pages would suffice. Make it longer if you want to. I wish you would say something about the origins of the School, the date scope of the business and scientific correspondence of the successive Directors and rembers of the staff, and the arrangement of the files. Were the records harmed under the occupation? Could a history of the School be written from the records right there in your office on Sweden Street:

How, Gscar, I know you are surrounded by grim scenes and mountains of work. But please show the proof of the old saying that when you want something done, ask a busy wan to do it.

Sincerely yours,

Carl L. Lokke

cc Miss Norton

The fatural archive

February 26, 1948

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Everything that is hard in life seems to have happened to you within the past year. Better news concerning you now comes. I hope it is true.

How is the supply of copy on your desk? In January I sent you a copy of my letter to Oscar Broneer, Acting Director of the American School of Classical Studies in Athens. Shortly thereafter I got word that his wife had died. I hope, nevertheless, that he will pitch in and do an article for us.

Enclosed are copies of my letters to Messrs. Cappon and Qualey. They explain themselves. Qualey has now replied to say that he will stick with the Committee until October and that he will see what can be done toward producing an article on the Archives of Carleton College.

I am having made a photostat of a long letter that Professor Frank Maloy Anderson wrote to the Minneapolis Journal in October 1898. It deals with the collecting of letters written by soldiers in the Spanish-American War. I consider it a useful, suggestive item. If you agree with me when you get the photostat I wish you would get the permission of the Journal to reprint it. Professor Anderson has given me his permission over the telephone. He hopes the letter will bring better results in 1948 than it did in 1898!

Have you heard from Alaska? Has Mrs. Nichols ever submitted her paper?

Enough for now. I hope you are feeling chipper again.

Sincerely yours,

Carl hokkel Carl L. Lokke

Dr. Lester J. Cappon, Secretary Society of American Archivists P. O. Box 203 Williamsburg, Virginia

Dear Cappon:

You send me bad news in regard to Cualey. As you see by the enclosed copy of my letter to him, I entirely agree with you that he should remain with the Committee. Come fall and the appointing of a new Committee, it may be wise not to name the Superintendent of the Minnesota Historical Society lest the thing be regarded as ex officio. We have, you will recall, now had three superintendents in succession—Reeson, Larson, and qualey.

I am glad the other appointees have accepted. Miss Homsler should get a letter, not to mention the other members. I plan to attend to the matter shortly. As I no longer have a secretary, I find it more difficult to get things of this sort done.

This seems the proper time to make some general observations on the work of the Cormittee. Last summer I prepared and sent to you a short, carefully pondered report. You did not print it in the American Archivist or refer to it in your report. Had you done so I would now be in a much better position in writing to the members of the Committee. I could have referred to it as describing a condition of affairs that has changed with Miss Norton's illness, and more easily asked them to "get on the ball." As things stand, I appear to have been asleep at the switch. Even so, if the Committee members have taken the trouble to read previous reports, they know what to do.

rayer told me in Gleveland that he had sent some five articles to kiss Norton. I wish other members of the Society would show similar initiative. One runs into the prima donna attitude too often. What has become of our spirit of adventure in this country? Speaking for myself, I have had a number of articles printed, and I have had a number of articles turned down.

Enough letting off of steam. Stop in when you next come to town.

Sincerely yours,

Mr. Carlton C. Qualey, Superintendent Minnesota Historical Society St. Paul, Minnesota

Dear Mr. Qualey:

Lester Cappon has just sent me the disturbing news that you are leaving the Society and do not feel that you should continue as a member of the Committee on Archival Research. He hopes you will consent to remain until October.

I write to urge the same course. The supply of articles on Miss Norton's desk has not, I believe, sunk to the danger point. It should not in consequence be necessary to press the Committee members unduly between now and October. In any case I readily agree not to press you.

Cappon states further that you are returning to Carleton College to teach. Not now, of course, but later on when you feel better I wish you would consider writing or having someone write an article on the College's archives. It seems to me that we need at least one such article for a specific college.

By all means stay with us on the Committee.

Sincerely yours,

Carl L. Lokke

Mr. Carl L. Lonke, Chairman Committee on Archival Research Society of American Archivists The National Archives Washington 25, D.C.

Dear Mr. Lonke:

One reason why I have not been perturing your committee so much of late, aside from my late illness - how good to call it later even though the doctor isn't triough with me and I have not yet returned to the office - is that we have been pretty well supplied with articles the last year. It is still difficult to get articles of practical value to the smaller archival agencies, and there is too much interest in producing articles on withe archival spirit" which frankly bore me and I suppose have the same effect on others. However, I enclose a list of articles on hand or very definitely promises.

I have heard nothing from linska nor his ars. Nichols ever submitted her paper. The last I heard from Mrs. Nichols was last sugger when she was coming west to be with a sick relative and had all her materials together. She subgested that I see her in Chicago to discuss it, but that was just before Mother was taken fil and I could not leave. inclined to drop her. He certainly asked her enough times and I don't think it necessary to hound her. Several other promised articles have not materialized. Mr. Steelman of the Paper Institute at Appleton, disconsin, promised an article on paper research of Interest to archivists, but the last I heard from him has last summer when he was about to enter the hos, ital for an operation. I'd better look up my correspondence with him and go after it again. As I rec mostly it was I who wrote to him. Nothing from Dard Hunter. I hate to give up his promises re Water Marks. Mr. Friis of the National Archives had a splendid paper two years ago entitled Cartobrainic and Geographic Records of World War II". He wrote on the copy I got: "This is a rough draft only. A more complete and olimed version is being prepared. Perhaps this is dated now, because se are tired of war articles, but it is a description of a pretty impo.ttant piece of work. Except for an Archivist's Book Shelf, Mr. Friss has never contributed anything to the American Archivist and I think pressure should be brought on him to do so, because we have never had any articles on maps as archives and there should be a lot of topics in his field

Victor Gontos was doing fine with his series on archival

that ought to be covered. Please work on him.

buildings, but those suddenly stopped, though I thought he had one or two more practally ready for us. I guess the honeymoon isn't over yet, for the articles stopped with his mairiage.

Dick Wood suggests a aper on types of records containers, with illustrations and paragrals on the virtues and defects of each. I have been trying to get something of the sort for some time but so far haven't succeeded in getting it done. That ought to be down Gust Skordus' alley.

So fa. I have not received the photostatic copy of the collecting of letters oristen by soldners in the Spanish-Am Fican war.

I am sorry to hear that we are losing Mr. Qualey, but agree that it would be wise for him to stay on the committee for the rest of the Society's year. That is the matter with the Minnesota Historical Society? They get good men, but they don't stay.

For the time being I have no other suggestions for the dora of your committee. I wish I had more space in the <u>Archivist</u> for I have to wait so long to publish things that they get out of cate. It cannot be helped though, if I maintain any sort of balance.

O, yes, there is one other thing. We nied more on microphotography and Mr. Noll has at 1 st consented to start a juestions and answers column for that. He has also promised a paper on legal aspects of microphotography, from an archival oint of view rather than that of his paper before the last meeting of the Society. I think he will need a little prodding on that. Also, we need a good paper on the use of infra-rad and vielet ray photography. Vernon Tate romised to do one, but after he went to M.I.T. he said he do not have laboratory facilities and could not do a satisfactor, paper. Perhaps he could by this time. I wish you could find someone to do such a paper for us.

Sincerely,

THE AMERICAN A. CHIVEST List of Articles on Hand

Connor, R.D.T.

FDR visits the National Archives. (Interesting but dam, erous in a political year)

Hammond, George P. Manuscript collections in the Bancroft hibrary

Abdreassen, John Archives in the hibrary of Congress

Holmes, Oliver a.

Planning an international archives organization

Read before SAA last October. Crowded out of Jun. and Apr.

issues. Have usgaested a revision before July no. No reply as yet.

Simpson, George
Archives in Canada.
An unusually good article. Lanctot never came across with
his promoded article. This surveys the whole archival
situation in all parts of Canada but does not go into

detain on the Canadian, or rather, Fommion Archives.

Leavitt, Arthur H.
UNRA Archives around the world

Claus, Robert
The archives program of the United Nations

Jones, Mauge
Hawailan territorial archives in the al

Polisensky, J.7.

The present state of Czechoslovaz archives

Brayer sent this. It has been printed somewhere in England,

I thin, but no did not tell me where so I am waiting to
hear again before writing for procession to reprint. Probably
the title "present state" is now a misnomer, but the
article is still good.

Weber, Bernerd
Some aspects of the evaluation of OPA records
This is in mimeograph form, but I have not yet secured permission to print.

N.Y. State Mandation Dept. Div. of Archives and History.

Specifications for fire-resistive record vaults for protection

of records against fire.

I asked permission to reprint some months ago but never received a reply. It is what is sent out to local officials, and is good.

Radoff, Morris L.
We transfer the Executive Papers

Manual on carendaring.

1st half being printed in April issue

Barrow, W.J.

Black writing ink of the colonial period.

Has promised other articles on his researches which ought to be varuable.

Clark, Thomas D.
The archives of small business

Schiller, Iring P.
The archival profession in eclipse

Brooks, Philip C.

General disposal schedules in the federal government.

I have the first traft, but the paper is ready as soon as phil can get it typed and cleared.

He has also promised a complete revision of his article on disposal of records which was published several years ago.

Apri issue

Brayer, Herbert O.

The eleve th annual meeting of the Society of American Archivists

Murray, Lawson G.
The machine age in historical Research

Trever, Karl L
The organization and status of archival training in the United States

Re, Emilio
The Italian archives during the war

Radick, Morris L. A practical guide to calendaring (Tart II)

1801 16th St., N.W. Washington 9, D.C. 27 July 1948

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Morton:

Dick Wood passed on to me last week your request to him that he sound Mrs. Quynn on her doing an article for us on the Ecole des Chartes. Fortunately, she came to the Archives the following day and I promptly put the proposition. She will be glad to do an article of some twelve to fifteen pages. This would not be too long, I think, for so distinguished an organization as the Ecole.

Urs. Q. is anxious to get some reprints of her review article. Could that be arranged? I believe it would be a good idea for you to write her directly, Box 577, Frederick, Maryland. She and her husband now expect to sail for France about August 11. That would perhaps be a fitting opportunity to suggest things you would like her to emphasize in the Ecole article.

As Mrs. Q. has had considerable experience in using manuscripts here and in Europe she ought to be able to write the article that Mrs. Nichols did not write. In fact, I mentioned the matter the other day. She has already prepared a lecture on the subject. I told her, however, that I thought she had better do the Ecole first since you had specifically requested that article at this time.

Enclosed is a copy of a memorandum that I sent in June to the members of this committee. Replies have already come from Shipton and Carlson. Shipton says there is nothing going on in his part of the country except at Harvard (I do not believe it). Carlson on the other hand mentions three persons who are doing something in Oregon. I enclose his letter so you can see what he says. Please return it for my files. The Martin Schmitt suggestion appeals to me. If you agree, will you write to Schmitt? If you wish it, I'll write to him.

Would you care to print a short article on the activities of Loehr's Minnesota organization in collecting records relating to the lumber industry? At my request in December Loehr sent me a copy of the prospectus they issued last year. Have you seen it? If not, I can send this copy on to you to aid you in making a decision.

And now, how are you these days? Much better, I hope. Will you come East to the October meeting?

We have had an amazing change at the Archives. The walls continue to stand. Members of the staff hope that things will be better. I am now on a new job.

Did you get anywhere with the Rochester infra-red man?

Sincerely,

Carl Linkly

Amo 15, 1940

In about two contine Mr. Capper will cak the chairman of the Cormittee on Archival Research for an annual report. Mordin you be good enough to write up by the and of fuguet in report to prospects for articles in your area:

As you doubtless know, this committee was originally formed with a view to increasing the supply of copy on the deal of the address of the supply was then far too less for confort. Within the past year or so, thunks in part to the efforts of the committee (I count seven articles published in our journal in 1/1/2 that were inspired or forwarded by the committee), this attention has markedly improved. Miss forten does have a backles of manuscripts from which to choose in pluring the contents of an issue. This is one reason for my not writing the numbers of the counttee sooner.

In one of her recent letters Miss Norten did say, however, that it was "still hard to get articles of practical value to the smaller archival agencies." Among the topics of interest along this line, including paper research and water marks, the nontiened types of records containers. One article on records containers has been premised, but she would like others as well.

One of the great problems, so I see it, is to pursuade the archiviste and curators who are doing their job in a practical, efficient way, to describe how they do it and why. Too often it seems that those who came to, while those who camet, talk and write.

But nothing tried, nothing accomplished. Flease do must you can to pursuade one or more of the deers in your area to put his executioned on paper for the bonefit of the rest of us.

Carl L. Lokke, Chairman Committee on Archival Research Dr. Carl Lokke 1801 16th St. N.W. Washington S. D.C.

Dear Mr. Lokke:

I wrote to Mrs. Quynn about her article but forgot to say anything about the copies of her review. This review is coming out in the October issue. We can send her 25 copies of this review clipped from the magazine. I assume that will do for her purposes; otherwise she would have to arrange for having copies especially made up by the printer. I wonder to what address she will want these copies sent. Do you know?

In view of the fact that I have such a large backlog of articles to turn over to the new editor, I do not think it will be necessary for your committee to solicit anything new until the new man is appointed. Perhaps he will have his own ideas which might be different from ours. I wish we could once more contact Dard Hunter on watermarks. He promised to do an article for us and perhaps he thinks we no longer want it since he has not heard from either of us for so long. Since you made the original contact, would you be so kind as to write him again.

The infra-red man, whose name slips me for the moment, promised an article some time ago but has not yet sent it. I will give him another week or two and then write him again.

I am enclosing Mr. Carlson's letter with his suggestions, and think this should be turned over to the new editor who will issue his first number in July but who will be appointed very soon, I hope.

Many thanks for the splendid cooperation you and your committee have given me. Thanks to your aggressiveness we have begun to get the type of articles we want, and even better, I am beginning to have unsolicited manuscripts submitted.

Shall I be seeing you at Raleigh? I am feeling lots better now, but still feel I cannot carry the AMERICAN ARCHIVIST any longer.

Sincerely.



The National Archives Mashington, D. C.

September 30, 1948

Miss Margaret C. Norton, Editor The American Archivist Archives Department Illinois State Library Springfield, Illinois

Dear Miss Norton:

Only yesterday did I get sent off to Cappon the report of the Committee on Archival Research. Enclosed is a copy. You will not mind, I am sure, my quoting you in regard to the scarcity of articles of practical value to the smaller archival agencies.

The Curator of the Columbiana Collection told me a year or so ago that he was constantly asked questions in regard to the handling of manuscripts. He has promised to attempt to answer some of the questions in an article for us. But when? This summer Miss Cheney of the Temple University Library talked with us concerning her problems in preserving a small amount of manuscripts and old newspapers. I mentioned to her Miss Thompson's article on the pictorial collection in the Minneapolis Public Library. Ordinarily, it appears, those who solve these smaller problems are not eager to discuss their solutions on paper.

In accordance with your request, I have written again to Dard Hunter in regard to his doing an article on watermarks. Enclosed are a copy of my letter and his reply of September 7. What is your pleasure? If you wish me to put the touch on him again in November I shall be glad to do so. In that event please let me have his letter back with a copy of your last letter to him. As I reread his letter I have little flashes of optimism for results.

You ask where to send Mrs. Quynn's 25 reprints. I suggest sending them to Dick Wood. He was in contact with her last. Dorothy is a hard worker, and if we ever want her to write an article on her research experiences in archival agencies, I believe she would pitch in and do it.

Yes, God willing, you will seeme at Raleigh. I hope there will be time for you and me to have a good chat.

Sincerely,

Col L. Lokky

REPORT OF THE COMMITTEE ON ARCHIVAL RESEARCH (1947-48)

In the report of this Committee for 1945-46 the present Chairman pointed out the desirability of building up the supply of manuscripts on the desk of the editor of the American Archivist until the editor occupied a position comparable to that of the editor of the American Historical Review. (American Archivist, Jan., 1947, p. 87). When that happy day comes, " the report continued, "this Committee with its present objectives will cease to have an excuse for existence."

The happy day appears to be here. Owing in part to the activities of the Committee the editor now has an ample supply of copy on hand from which to choose in planning an issue. Members of the Society are showing an increasing tendency to submit articles on their own initiative, a most encouraging sign. It is a fitting time for the Committee, like the Arab, to fold its tent and slip away.

During the past three years the Committee has prompted the writing of articles of considerable diversity. Among the manuscripts that passed through its hands and were later printed the following titles may be mentioned: "The San Francisco UNCIO documents," by William J. Bruce (Jan. 1946); "Storage of records in Minnesota," by Louis D. Dorweiler, Jr. (Apr. 1946); "The collection and preservation of local historical pictures in the Minneapolis Public Library," by Ruth Thompson (July 1946); "Records of the St. Paul Fire and Marine Insurance Company," by Vernie H. Wolfsberg (Oct. 1946); "The Swarthmore College Peace Collection: a memorial to Jane Addams," by Ellen Starr Printon

(Jan. 1947); "The records of the Denver and Rio Grande Western Rail-road," by Dorothy K. Taylor (Apr. 1947); "Department of Public Records and Archives of Ontario," by Helen A. McClung (Apr. 1947); "Short sketch of the archives of Three Rivers," by Raymond Douville, translated by Grace Lee Nute (July 1947); "Capitan Joaquin Llaverias and the Boletin del Archivo National," by Roscoe R. Hill (Oct. 1947); and "Sampling rural rehabilitation records for transfer to the National Archives," by Carl J. Kulsrud (Oct. 1947). These titles reflect in a measure the geographical distribution of the Committee's membership.

Yet "it is still hard," the editor writes, "to get articles of practical value to the smaller archival agencies." Articles of this type, therefore, are particularly welcoms. For example, we need more information on the types of records containers and other equipment used in the various agencies. In general, the steadier the flow of copy to the editor's desk, the easier to maintain the present high standard of the journal.

September 29, 1948

Carl L. Lokke, Chairman

PAPERMAKING

The History and Technique of an Ancient Craft

by Dard Hunter

REATLY enlarged by over 250 new text pages and over 150 new illustrations, this volume is a second edition and completely new printing of the work published originally in 1942. The entire text has been reset and the book has been printed from newly made plates. There are new chapters dealing with the technique of modern handmade paper fabrication and present-day watermarking practices. There is new material relating to the making of papyrus and primitive bark-papers. Comprehensive studies of forgery and counterfeiting have been added.

The present book is thus a comprehensive history of papermaking from its invention in China, its development in other Oriental countries, and its introduction into Europe and development there. Mr. Hunter discusses the innumerable aspects of paper fabrication both by hand and by machine and outlines the enormous impetus given to the manufacture of paper by the introduction of printing in the Western world, the quest for new paper-

making materials, and the invention of the paper-machine.

This is in short a volume that tells all that the average intelligent reader will want to know about paper, and provides fascinating and even romantic

reading as well.

Dard Hunter has had a long experience in papermaking and has written numerous works on the subject. He has made a vast collection of papers and papermaking equipment from all parts of the world, both ancient and modern, which now forms the Dard Hunter Paper Museum of the Massachusetts Institute of Technology.

Typography and binding design by W. A. Dwiggins
61/8 x 91/4 inches, cloth, 680 pages, 318 illustrations, \$12.50 net

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- I. BEFORE PAPER: THE WRITING SUB-STANCES OF THE ANCIENTS
- II. TS'AI LUN AND THE INVENTION OF PAPER. THE INCLUENCE OF CALLIG-RAPHY UPON PAPER AND THE INFLU-ENCE OF PAPER UPON PRINTING
- III. EMPRESS SHOTOKU AND HER MILLION PRINTED PRAYERS: THE FIRST TEXT PRINTING UPON PAPER TO BE EXECUTED IN THE WORLD
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Alfred · A · Knopf



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ER FORM
of Dard Hunter's PAPERMAKING at \$12.50 net.
Send C.O.D.

Springfield, Ill.
22 October 1948

- 1. J. B. C. J. C. S. C.

Dr. Carl L. Lokke The National Archives Mashington, D. C.

Dear Dr. Lokke:

It would be desirable for us to make another attempt to get Dr. Dard Hunter to write on Matermarks. I have not had time to search through my old correspondence, which is packed away, for my last letter to Mr. Hunter. What I asked him to do was to write an article about Watermarks which would be found in American manuscript collections. For instance, we have a number of papers shyoing a rather elaborate watermark, of Britannia, also a few bearing the French Fleur de Lis. We assume that these papers were imported but do not know. We would also be interested in some thing about the watermarks of early American paper manufacturers. If Mr. Hunter does not have material on that we would be glad to print anything on the subject. We can use illustrations. Normally we do not use more than three pages of half cuts printed on both sides but this would permit reproducing perhaps as many as a dozen watermarks. If what he has are line drawings perhaps we could stretch a point and use a few more. While I would like to publish an article by Dr. Hunter while I am still editor do not give him the impression we will not take an article later if he is unable to finish it in time.

Sincerely,

MCN; mw



The National Archives Washington, D. C.

November 5, 1948

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Since my return to Washington I have received a letter from Dr. Oscar Broneer who is a visiting professor at the University of Chicago this year. He inquires about the fate of his article on the records of the American School of Classical Studies in Athens.

As you are not entirely pleased with the article as it stands and the author is now close to you, perhaps you would like to suggest a little revising to him. He is, you probably know, an archeologist of considerable repute. His doctorate is from the University of California -- I first met him there. It would, in my opinion, be a feather in our bonnet to print an article by him even though it did not exactly fit our approach.

Dr. Broneer's address is: Department of Greek, University of Chicago, Chicago 37, Illinois.

In line with our agreement, I propose to nudge Dard Hunter along toward the middle of the month.

It was good to see you in Raleigh. I enjoyed both the meeting and seeing the two universities for the first time. I hope you and your party escaped "flats" and other difficulties on your return trip.

Sincerely,

Carl L. Lokke

February 14, 1949

Dr. Carl L. Lokke Justice Section, General Records Division National Archives Washington 25, D. C.

Dear Carl:

By action of the Council of the Society of American Archivists, taken on October 29, 1948, it was voted "that Karl L. Trover's term as editor extend from the July 1949 issue of the American Archivist through the October 1952 issue, and that he make other editorial appointments for the same term." By authority of this action, I take pleasure in asking you to accept appointment as associate editor for the term specified. This is a new office, the functions of which necessarily will have to be worked out as our program develops. It will, however, include to some degree your functions as chairman of the Committee on Archival Research, which I understand you recommended be abolished.

I sincerely hope that you will find it possible to accept this appointment, for I have such confidence in your scholarship, experience, and interest in affairs archival that I am certain the Society and its journal could not help but benefit from your services.

Sincerely yours,

Karl L. Trever, Editor The American Archivist

March 7, 1049

Mr. Dard Hunter Mountain House Chillicothe, Ohio

My dear Mr. Hunter:

Miss Margaret C. Norton has turned over to me, her successor as editor of the American Archivist, a file of correspondence concerning her plan to publish an article by you on "Early American Watermarks." It certainly would be a pleasure to publish your article in my first issue and, if you can have copy in my hands by May 1, as indicated in your January 17 letter to Miss Norton, I shall certainly include it in the July issue. If this presses you too much, however, be assured that I shall welcome the copy at any time thereafter.

The arrangements outlined in Miss Norton's letter to you of January 21 are agreeable to me, but I must confess I am a little worried about our ability to publish the number of illustrations mentioned in your letter to her of the 17th. Our publications budget is limited and illustrations seem to be getting steadily more costly. I feel obligated, therefore, to ask you if the number of illustrations could be reduced to 8 or 10. Of course, if the value of your article would be lessened if 12 or 15 are not used, I'll find a way to print them somehow.

Sincerely yours,

Karl L. Trever, Editor The American Archivist



The National Archives

March 9, 1949

Mr. Karl L. Trever Editor, The American Archivist The National Archives Washington 25, D. C.

Dear Karl:

This is a belated acknowledgment of your good letter of February 14, 1949 in which you asked me to accept appointment as associate editor of The American Archivist during your term as editor from the July 1949 issue through the October 1952 issue.

As you already know from our conversations, I am happy to accept such appointment. During the latter part of my service as Chairman of the Committee on Archival Research the feeling grew upon me that our quarterly no longer needed a committee to prompt the writing of articles. That was why I suggested the discontinuance of the Committee. Under the present arrangement, we ought to have no great difficulty in keeping the magazine going. I hope and believe that we, aided by active members of the Society, will be able to do much better than that.

Sincerely yours.

Coml T Taleles

OTHER ARCHIVISTS AND LIBRARIANS, 1946



STATE OF ALABAMA

DEPARTMENT OF ARCHIVES AND HISTORY

FOUNDED BY THOMAS M. OWEN. LL. D., 1901 MONTGOMERY 5, ALABAMA

IN REPLY REFER TO FILE NO.

23 April 1946

Miss Margaret C. Norton Archivist Illinois State Library Springfield, Illinois

My Dear Miss Norton:

Your most timely copies of Illinois Librarier which carried your articles on Photography for State Records received.

Just last week a representative of Remington Rand Company came by to tell us he was advising the heads of the State Departments to use Microphotography due to the fact that there were not filing equipment available. Of course Mrs Owen is not going to allow this.

I am enclosing copies of our Public Record Laws which were passed by the last Legislature.

Please advise me what a subscription to your Illinois Libraries will cost. I feel I am missing a great deal by not seeing each issue as it comes out. I am enclosing two dollars (\$2.00) for copies of Illinois Libraries for December 1944, April 1945, June 1945 and several copies of February and March 1946. I am very anxious to have the heads of our State Division to read your articles on Microphotography.

Has your legal division given an opinion regarding the destruction of original State Records? If so please let me have a copy.

Again thanking you for your thoughtfulness and with best wishes, I ∞ .

Sincerely,

Frances M. Harlo

Frances M. Hails Archivist

Ither Back & Lit Joseph Land May 1, 1946

Miss Frances M. Mailfe, Archivist Alabama Dept. of Archives & History Montgomery 5, Alabama

Dear Miss Hailest

In accordance with your request we are adding your name to the subscription list for Illinois Libraries. As this is a State publication, there is no charge for this, and we are, therefore, resurning your check for two dollars.

Under separate cover we are sending you copies of Illinois Libraries for December 1944, June 1946 and February and March 1946. The April 1945 issue is out of print.

Under Illinois laws no original State regords may be destroyed without specific authorisation of the General Assembly. Enclosed are copies of the legislation which in 1943 set up a State Records Commission to recommend regords for destruction and to approve records for which migrefilm copies are to be substituted for originals

The last General Assembly, 1945, passed two bills affecting county records. One of these provided procedure for county boards to authorise the destruction of county records after publication and hearing, but the law mullifies itself by providing that records relating to certain county business may not be destroyed. In effect, practically nothing could be destroyed under this bill. The bill also provided that no county records prior to the year 1870 may be destroyed without permission of the State Library. The other law was an amendment to the county recorders records authorizing county recorders records to be recorded by microphotography. This is an exceedingly bad bill, and I tried to fight it in the General Assembly but did not get anywhere because the State Association of County Reporters in a careless moment had endorsed the bill, and I could not get the officers to rescind the endersement. Because these two bills are so very bad, we are not sending you copies.

Sincerely,

Archivist

BROADMAN LIBRARY

235 West End Avenue New York 23, N. Y.

January 30, 1946

Miss Helene H. Rogers Illinois State Library Springfield, Illinois

Dear Miss Rogers:

The preservation of important paper records for the future has become a problem of world wide dimensions. The enclosed pamph et represents an intensive study of the subject and offers a adution.

You have a direct interest in the solution of that problem. I trust, therefore, that you will read the pamphlet with interest and make any comment you deem necessary.

Very truly yours,

8/

Joseph Broadman, M.D.

February 8, 1946

MEMO TO:

Miss Rogers

Dr. Broadman's new pumphlet on <u>Gellulose Acetate Sheetings</u> is of course of great interest. I am wondering whether the statement Mr. Monaghan made in the meeting of the Records Commission the other day to the effect that Bastman has come out with a statement that they do not know the expected life of film is a quotation from Broadman or whether it comes from some other source. I have not had an opportunity to check with him further on this matter.

Diviously Dr. Broadman is seeking things to quote. The Library Journal editorial which he quotes is the one which I wrote for the editor. I do not know whether you will wish to make that statement to Dr. Broadman.

Perhaps it might be well for you in replying to Dr. Broadman's letter merely to state that we read his new paragraph with great interest, that "as soon as the article has expeared in Illinois Libraries we will send you a copy of the microphotography section of Miss Norton's article on "Photography for State Records", in which she points out some of the physical characteristics of microphotographic processes which should influence officials in considering the application of the process to their records problems."

You might also state that so far the Illinois State Library has not used the laminating process for the repair of manuscripts and that we are unable to comment on the basis of our own experience. Our experiences with repair by collulose acctate affixed with slow setting plastic adhesives have been unsatisfactory.

Y Tou might also call Dr. Broadman's attention to an article by L. Herman Smith entitled "Manuscrapt Repair and European Archives" which appeared in the January and April issues of the American Archivist, Velume 1. In this article Mr. Smith comments upon German experience with cellophane and other sheets where it was discovered that documents repaired with these preparations had a tendency towards discoleration after a few years. These German experiments were made before cellulose acetate was available in as pure a state as it is apparently now obtainable. We here have no way of checking the likelihood of the same thing happening to documents laminated "with cellulose acetate.

Nomegopy of the pamphlet is returned, since Dr. Broadman has also east a copy direct to the Archives.

Memofrond dated Miss Rogers dated

February 27, 1946

Dr. Jeseph Breadman, M. D. Broadman Library 235 West End Avenue New York 25, New York

Dear Beater Broadman!

Thank you very much for the copy of your pamphist entitled "Gollulese Acetate Sheetings as Used for the Preservation of Permanent Records--A Gritical Analysis". We have read this with great interest.

The Illinois State Library has not yet purchased equipment for laminating documents with dellulose acetate, feeling that this is still in the experimental stage. We have experimented sensewhat with the dellulose acetate sending tissues which are affixed to the document with slow setting plaints adhesives.

Tou will be interested to know that the editorial from the idbrary Journal which you quote in your pamphles was actually written by our Archivist, Niss Margaret G. Berton. This expresses her strong feeling that we should be very conservative in these matters.

Very truly yours,

SECREPART OF STATE AND STATE LIBRARIAN

Signed by -Releas H. Regers Assistant State Eibrarian

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Carl Spies worked 1110 1110 1111

MADEINUSA



STATE OF CALIFORNIA OFFICE OF THE

Secretary of State

February 13, 1946.

STATE OF OFFICE Secretary

Hon. Edward J. Barrett Secretary of State Springfield, Illinois

My dear Mr. Secretary:

Under the Post War building program of the State of California, we are making plans to build special quarters to house the Archives of the State.

I would appreciate any help you can give in suggesting proper methods of storage.

Photographs and diagrams would be most helpful. I also would appreciate having an outline of the documents filed in your Archives and whether you handle filings for all departments of state or just those of the executive offices.

Any data you may be able to supply will be most helpful and greatly appreciated.

With kindest personal regards, I am

Sincerely yours,

FMJ: bh

Secretary of State

RECEIVED

FEB 1 9 1946

MATE LIMITA

Ron. Frank M. Jordan Secretary of State Moramento 5, California

Dear Mr. Jordan:

Under separate cover we are sending you some literature which may be helpful to you in planning for the California Archives; samely, three copies of <u>Filinois Libraries</u>, centaining articles on Record Vaults, on Record Making and on Centrol of Administrative Records; also a copy of the 1939-40 Illinois Blue Book, which centains illustrations of some of the rooms in the Illinois State. Archives Building, A rather full description of the Illinois Archives Building appears in the April 1938 issue of The American Archivist. This number is out of print, but you may be able to obtain it from the California State Library which is a subscriber to the periodical.

The Illinois State Archives Building provides housing for the non-surrent records and for the very important current records which require particular care; such as, the State Constitution, title records for property held by the State, and the enrolled laws. These records are housed in a series of vaults under the immediate legal jurisdiction of the Archives Department of the Illinois State Library. In addition, we have seventeen vaults of varying sises which are allocated to the various State departments for the house. ing of permanent original semi-current records which for one resemb or another the departments cannot turn over to the legal jurisdiction of the archivist. These vaults are administered like safety deposit boxes in a bank; that is, the Archives Department of the Illinois State Library authorises the transfer of specific records to the vaults and issues the keys to these vaults from its reference deak to clerks authorised by departments to have access to the vaults. Records may be removed for temporary use without charge ing with the Archives Department which has no access to the Departmental vaults.

This system of Departmental vaults has proved very satisfactory here at Illinois. It gives physical and moral presection to resorts which would not come to the Archives Building unless such vaults were available, but which would probably be housed in warehouses or basement and attic storerooms. Since these records will eventually be transferred to the jurisdiction of the Archives Department, that transfer is facilitated by having them already in the Archives Building. At first many departmental plerks objected to coming to the

Seey. State Jordan Dal. 3-4-46.

building. However, the better care which the records get in the building, particularly the cleanlinese of vaults plue the fact that the Archives Mailding is constructed by tunnel to the other State buildings, has overcome practically all edjections.

Too may be single-yeared, to know that the new Archives Building in New York State makes providing for the archives to hear beta men-current and semi-current records in the Archives vaults and to have an elaborate charge-out system. This charge-out system did not work satisfactorily in Illinois, but the New York archivist has worked out plans which make it advisable to try that system in his state. Jest might be interested to write to Mr. Henry Midy, State Archivist of New York, State Advantion Department, Albany, New York.

The Archives Department of the Illinois State Library uses conserved filing type cabinets where applicable. For documents larger than legal size we recommend specially constructed pasteboard or wooden boxes approximately 4 to 6 inches deep, to be kept on shelves horizontally. For volumes we advocate sliding shelves for frequently used larger size volumes and 12-inch deep standard library shelving for other volumes. The State Library of Virginia which was srected several years after the Illinois Archives Building uses specially designed continuous shelving for the heading of books and home for odd-size manuscripts. If you are interested in getting more information on that type of shelf, you may address Dr. Filliam J. VanSchresven, State Archivist, Virginia State Library, Richaud. Virginia. We also use map drawers, planfiles, card filing units, and other specialized items where needed.

You can probably reduce a set of blueprints and specifications for the Illineis Archives Building by addressing Mr. C. Berrisk Hammond, State Architect, State Armory & Office Building, Springfield, Illinois.

If you have further quastions on these or any other points, you may address Niss Hargaret C. Norton, Archivist, Illimois State Library, Springfield, Illimois. She has dictated this letter, will be glad to be of any help to you.

Yours very truly.

SECRETARY OF STATE AND SPACE LIBERTAN

Signed by -Releas H. Rogers Apalstant State Librarian Miss Bartha A. Weeks, Director Chicago Bureau of Filing & Indexing 35 Bast Jackson Blvd. Chicago 4, Illinois

Dear Miss Wooks!

Last year when the State Civil Bervice Commission wanted to give a short course on filing as one of their in-training courses, they found that there appeared to be no professionally trained file clerk anywhere in the State system. As you doubtless know, sost politicians are under the impression that anyone can file, so that clerks who have no other office training are usually set in that work.

I think it would be very interesting if Illinois Libraries, the monthly bulletin of the Illinois State Library, deald publish an article on filing as a profession, and I know of no one better qualified than yeu to write such an article. What we would want would be a description of the filing courses which are given in an institution such as yours, although not, of course, written as an advertisement for your school, a discussion of the personal qualities which make a good file clerk, and such other information as you think would be interesting. Since this would be published in a library periodical, although it also goes to all archivists in the country, I think it might be interesting to explain how much more domplex commercial filing is than the library filing with which our readers are familiar.

As you know, we are unable to pay for the articles which we publish.

If you would be able and willing to do this for us, we would be very appreciative.

Sincerely,

A maria

CHICAGO BUREAU OF FILING AND INDEXING

SUITE 1215-25 EAST JACKSON BOULEVARD
CHICAGO

OUR EXPERTS REORGANIZE, SIMPLIFY, TRANSFER FILING SYSTEMS AND TRAIN FILE CLERKS

April 19, 1946

TELEPHONES HARRISON 8780-8781

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois.

My dear Miss Norton:

I am pleased to have you think of me in connection with building up an interest in filing and will be glad to prepare the article you suggest. Will you tell me how long this should be and when you must have it? Some time ago I wrote an article on "Filing as a Vocation" for the magazine called "Occupations", re-print of which is enclosed. Perhaps this could be revised to meet your needs. I shall be glad to have your suggestions.

It has been very heartening to see the interest that many firms have acquired in obtaining proper file personnel and in building up a well-functioning filing system. This has been reflected in marked increases in salaries, as well as prestige, and we are beginning to feel that maybe after all of these years, some success is crowning our efforts.

I hope that you are well and enjoying your work.

Sincerely,

CHICAGO BUREAU OF FILING AND INDEXING

73.4M. Weeks -

BMW: IA

Director

May 1, 1946

Miss Bartha E. Weeks, Director Chicago Bureau of Filing & Indexing 25 Mars Jackson Boulevard Chicago 4, Illinois

Dear Miss Wooks:

We are very much pleased that you will be willing to write an article for Illinois Libraries on the subject of filing. Much of the information given in your article, "Filing as A Vocation of which you kindly sent us a reprint can be used in this article. However, it will have to be changed radically, because I would like to have you discuss filing from the point of view of a state official who does not know that filing is a profession -- who believes that anyone can file. I should like to have you explain semething of the training given to a file clerk, the qualifications, and the duties. You should stress the importance to an official of having his records filed in a manner that they are readily accessible. It has been my experithat filing systems are often purchased on the sales point that it is quick and easy to file in these systems but that often the systems involved do not result in quick reference to the files. You should indicate what a business man should expect from a trained person. It might be well also to give some information about filing analysts. The State of Illinois has spent a good many thousand dollars on outside analysts, usually from the Reministon Rand Company. I think they are a little vague about the saffices they can secure from such commercial sources and also as to what these analysts can and cannot do. In my own course on record making given last year before State officials I made the statement that once the official has decided what records he should keep and what form they should take, the filing analyst can tell him the most efficient way of finding the records in a manner which will make them accessible. I stated that the filing analyst should not be expected to tell a state department what records they should make or how long those records should be kept. I believe that statement is to be found in my article which you recently published in the Filing Bulletin. If you would care to restate that in this article, I think it might be helpful.

The pages of Illinois Libraries run about the same as im your Filing Bulletin. Your article should run schewhat under ten printer pages. I leave the length of the article other than that limitation to your judgment.

Sincerely.

CHICAGO BUREAU OF FILING AND INDEXING

FILING CONSULTANTS
SUITE 1215-25 EAST JACKSON BOULEVARD
CHICAGO

OUR EXPERTS REORGANIZE, SIMPLIFY, TRANSFER FILING SYSTEMS AND TRAIN FILE CLERKS

May 10, 1946

TELEPHONES HARRISON 8780-8781

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois.

My dear Miss Norton:

The enclosed article has been written for your Illinois Libraries with emphasis on the different points which you mentioned in your two letters. If it does not exactly fit your requirements as it stands, I shall be happy to make necessary changes. Do not hesitate to let me know.

In my previous letter to you I failed to mention your article which appeared in the March Bulletin and which I read with keen interest. You certainly made your points with clarity and emphasis.

Is Miss Helene Rogers of your staff a good speaker? I am casting about for someone who can give a good 25-minute talk on subject filing at our annual conference Friday, October 4. I will appreciate your writing me about this matter.

With all good wishes,

Bertho Weeks -

BMW:IA

mise

CHICAGO TITLE & TRUST COMPANY

69 W. WASHINGTON ST. TELEPHONE DEARBORN 7700 • CHICAGO 2. ILLINOIS

C H I C A G O October 17 1 9 4 6

Miss Mary Norton Superintendant of Documents State Library Springfield, Illinois

Dear Miss Norton:

Some months ago you wrote me a letter which I believe is unanswered. As I recall the facts it arrived as I was leaving for my vacation and evidently was lost and was completely forgotten about by me until I was reminded of it in a discussion with Mr. MacDonald of Recordak Corporation. You are entitled to think it rude of me not to have answered it promptly and for this I apologize.

As nearly as I can recall your letter, you requested information as to how this company preserves its ante-fire records. These consist of tract books which contain short memorandums and documents affecting real estate titles, letter press copy books which contain copies of abstracts which we issued prior to the Chicago fire, dockets containing memorandums as to cases filed in the courts of record in Cook County as well as pleadings, orders and decrees filed and entered in such cases, and miscellaneous other records. Most of these are kept in our tract book vault in a special section so that they are only used under rather careful supervision. The vault is fire resistant and air conditioned. No other special care is given. Fortunately it is a tradition in this business to use the highest quality of paper and materials which the market affords in the preparation of our records. The sound judgment of the founders of the business has been proven in this instance for these records are in quite good condition.

Mr. MacDonald may have told you that a number of years ago we microfilmed all of our records, including those about which I have been speaking. We keep the film in a vault in another city.

This letter may not be the complete answer to yours and if I have failed to cover questions you asked, please write me again and I shall attempt to answer them.

Very truly yours,

John D. Binkley Assistant Vice President

_ _ JDB: ED



Division of State Archives

STATE OF COLORADO

STATE MUSEUM, DENVER 2. COLORADO

HERBERT O. BRAYER, STATE ARCHIVIST VIRGIL V. PETERSON, ASSOCIATE STATE ARCHIVIST

April 17, 1946

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

I cannot tell you how much I appreciated your letter of the 15th. It was a fine delightful ray in the midst of what has been a rather perplexing gloom in the matter of our compiling a checklist of State documents. My good staff is composed of not only archival personnel but library personnel (all graduates and well trained). A controversy as to what to include in a checklist of state documents arose several weeks ago and we have since been trying to "shake down" the various concepts which developed out of our series of conferences. For example, in such a checklist would processed mimeographed and typewritten reports, information bulletins, and the various other materials and reports created by state departments other than their regular annual reports. printed summaries et. al. be included? Where does one draw the line? What about broadsides, posters, etc., such as those erected by the barber and cosmotology boards in every barbershop and beauty parlor and which are abstracts of rules and regulations? What about confidential or limited distribution directives, bulletins, reports such as those issued by Board of Health for doctors? All of these questions have been posed to this already somewhat battered individual and I must confess in all frankness that there are times when I would like to find a hole, climb in and pull the lid down after me; instead, however, I am going to England and leave Mr. Peterson, whom you know, to solve the problem in my absence.

I know he would be very grateful to have a further expression from you regarding these matters. In the meantime I send you my sincere personal regards for your continued success and good health and my condolences and other sympathy upon your new job as editor of the Archivist.

Cordially yours,

Herbert O. Brayer State Archivist

HOB:cb

1105 Bouth Second Serves Others. April 23, 1946 Mr. Virgil V. Peterson, Associate State Archivist Division of State Archives State Museum Denver 2. Colorado Bear Mr. Peterson! Since Mr. Brayer indicated that he was about to take off the time he wrote me on April 17th, I am answering his letter of that date by writing to you. He asked where to draw the line in writing a checklist of State documents -- whether to include missographed and typewritten reports. information bulletins, broadsides, postere, etc. My agswer would be that I think all of these things should be kept as a part of the archives of the department. I would not include them in a checklist of departmental publications because you have to draw the line somewhere, and yet are going to get into all sorts of complications if you try to include such sphemeral things. I would say that anything printed should perhaps be included even though they include such things as broadsides and posters. I would not include any typewritten reports or any simeographed material unless that simeographed material was published in an edition of an arbitrarily fixed eise, may a minimum of 800 copies. In other words, where the miseographed unterial was used as a substitute for printing. I think it should be included; where it was merely mineegraphed bedause it was intended for limited directation. I would not include Perhaps that is just an arbitrary way of selecting material and perhaps it is not followed by any office; however, it is my opinion as to how I would handle the situation ayself. It occurs to me that other states are probably struggling with the same problems in connection with the mixing of a chepklist of their State documents. Would it not be interesting and worthwhile for you concline to write a short article upon this subject for the American Archiviat? This would include perhaps a summary of some of the ideas you have received from your questionnaire sent to other states, also a discussion of some of the problems of making checklists and some of the solutions which you have adopted. I wender if the manual published by the American Imprint Survey, and WPA auspices several years ago has snything of bely to you. Prebably not. because they were collecting data on imprints of a date too early to have ephoneral literature a matter of concern. I understand through correspondence with Mr. Lekke, the Chairman

OFFICERS M L. McCullough

DeGolver Vice-Preside

BERT OCCUM Counsel

W. Forest Frensurer

H. ACHESON

RBBRT GAMBRELL Director GINIA LEDDY Archivist

DALLAS HISTORICAL SOCIETY

HALL OF STATE DALLAS 1

Miss Margaret C. Norton Superintendent of Archives Illinois State Library Springfield, Illinois

Dear Miss Norton:

I have a pamphlet Cellulose Acetate Sheetings as Used for the Preservation of Permanent Records, Critical Analysis, by Dr. Joseph Broadman, founder of Broadman Library of the World War and Post-Wardom. Are you familiar with Dr. Broadman's process, and can you tell me whether his process has met with any acceptance on the part of archivists?

Sincerely.

G. - Cambrell

February 7, 1946

MYRON EVERTS
HENRY EXALL
E. L. FLIPPEN
R. R. GLIBERT
N. G. GUIBERSON
JAKE L. HANGON
S. J. HAY
WILLIAM S. HENSON
KARL HOBLITZELLE
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C. I. INCE
I. C. KARCHER
I. MES. LER
MES. W. J. LEWIS
MES. BARRY MILLER
HENEY S. MILLER
TOM L. MCGULLOUGH
J. M. MORONEY
J. C. MUSS. JB.
ROBERT GOREN
MES. RUSCHER
MES. TORONE
MES. TORONE
MES. WOODALL ROGGERS
HARRY L. SEAY
M. B. SHANNON
MES. ALEX W. SPENCE
LESLIE WAGGENER

TRUSTEES GRORGE WAVERLEY BRIGGS
Chairman
Executive Committee

February 13, 1946

Mrs. Virginia Leddy Gambrell Dallas Historical Society Hall of State Dallas 1. Texas

Dear Mrs. Gambrell:

Dogtor Broadman's process appears to be a development of the process of enclosing documents between sheets of Japenese rice paper such as was used for the repair of newspaper work some years ago. Enclosed is a small sample of what he sent measures you can see, this obscures the printing somewhat. I suspect it would completely cover handwriting—at least faded handwriting. Furthermore, he does not sell the machinery, but requires you to send documents to him for repair. I would not consider it suitable for archives.

Doctor Broadman is unquestionably doing an important work in pointing out the probable improvements of celluloss acetate, both for microfilms and for lamination. His motives are purely selfish, because the laminating process is of course taking away business from him. He is somewhat of a fanatic on the subject, but at least has pointed out some things which should be considered. At our meeting in Indianapolis we wanted to debate on that very subject, but the topic was too "hot". Fossibly you were conscious of an undercurrent of tension. The members of the panel were fraid that we would involve them in a debate on this subject, and they were not willing to be drawn into it.

One of the reasons I did not wish to serve as President of the Seciety for a third term was that I was worried ever finding the right person for Editor of the American Archivist. I have always believed that Mature intended me to be a clinging vine, but I have never had an opportunity to find out. Now I have been drafted for Editor and will undertake the work beginning with the July 1948 issue. One of the things which I am very anxious to feature in the Archivist is more purely technical articles on what some of our archivists contemptuously call the craftsmanship of archives. I shall very likely be calling upon you for articles, or more likely short notes, on various things which you have been considering as Chairman of the Committee on Equipment. It is my thought that each month I should publish several paragraphs on such subjects. Please sharpen your wits and your pencil, because I shall be writing you from time to time on this subject.

Sincerely,

April 5, 1946

Dr. R. D. W. Connor University of Chapel Hill Chapel Hill, North Carolina

Dear Dr. Connor:

I enjoyed your letter very much indeed and I am pleased to see that you are not unfriendly to the idea of tilting at windmills in spite of your own unhappy experiences. If you really learn from experience, I can't credit the authenticity of your claimed Irish lineage.

I sent a copy of my letter to you to Miss Norton, whe is also receiving a copy of this letter. In her response she tells me that she was one of the original drafters of the constitution.

I don't know how a cautious person like me gets herself into such shapes. Here I am Chairman of a Committee which I think needs to criticize the constitution, and one of the members of the Committee is one of its authors! The principle reason I think the Constitution needs rewerking is that I fear an unfair domination by the Mational Archives, and the other member of the Committee is the first Archivist of the United States. Things like this could happen to mobody but me. Both of you will just have to bear with me and keep in mind constantly how nice I am regardless of how little evidence there is of it.

I den't know the personnel of the original committee which drafted the constitution, but apparently there were no advocates of a New Jersey plam, and my biggest objection to the document comes from the fact that it shows none of the compromises and adjustments which would have been in it if this point of view had been argued in its formulation. I modestly conceive myself as a Paterson tardily upon the scene.

I am inclosing a copy of the constitution as originally printed, which I have annotated to show subsequent revisions. The revised text was printed in Volume 10, No. 1, January 1946 of the incrises irohitest, and pack for your "indefatigable researches" which did not usearth 15, I think you are just trying to see whether I read the mablication.

Subsequent ditations of sections will be numbered in accordance with the rovised draft.

This is my thesis: Operation of the Seciety under the Constitution as it stands is detrimental to the accomplishment of "objects" as described in Section 2. They are good objectives and describe better implementation. Faulty implementation derives from lack of prevision of eafeguards against the possibility of existence of a numerically experior group in one locality, i. e. Fachington.

"To promote sound principles of archival esonomy"

Sound principles of archival economy cannot be promoted without an unbiased objective consideration of techniques. The Maticaal Archives is handicapped by a number of situations in which, for its own institutional purposes, a good complexion must be put upon an ambiestrable condition. So far as its own operation is concerned, I understand and appreciate the necessity for certain public rationalisations; but I don't think the Society of American Archivists ought to be se operated that these rationalisations are set up as professional standards.

For example: Take the matter of filing equipment. which is a special personal interest of mine. The solutions hit apon to manage with deficient equipment ought not to be given the weight of an official pronouncement of desirability by the country's leading archival agency. I understand expediency along this line very well indeed; my archives are housed in a building which is perhaps the most magnificent historical building in the United States, but whose architects were so enamored with magnificence, that no provision, physical or financial, was made for any storage equipment. My happy solution was the discovery that men's underwear arrived at department stores in nice-looking cardboard boxes which could be wheedled free, and which were a very nice dimension and structure for flat filing manuscripts. I have had every reason to commend the fact that Texas males have gotten away from the historic precedent established by Governor James Stephen Hogg of dispensing with underwear; but I don't think my particular experience has enough universaligalidity for me to recommend the effete practice of wearing underwear to males in other states. It would, however, be about as sensible for me to do so as for the National Archives to present its filing system as a carefully thought-out professional solution.

I'm citing professional standards of equipment as an illustration of the pronouncements that irk me, rather than as a specific evil that we can remedy by rewording the constitution. I do think that we can take some of the dangers of closing down the frastiers of exploratory thinking which is the only way sound principles of archival economy can be promoted -- by eliminating the possibility of geographical domination of the Society which now stems from Washington.

Under the present provision of the Constitution (Sestion 18) the Council determines the place of meeting. This is an extremely important power, but one susceptible of considerable abuse. Any organization will tend to be dominated by the group that takes an active interest, and it is easy to make a cynical observation that those who don't take the trouble to vote deserve outcomes to their disadvantage. But I don't think I have ever encountered another organization where there was so strong a numerical block which could be counted upon to tip the scales.

Decision of the mext place of meeting illustrates this disnovantage. I made an issue at the meeting of the desirability of consulting the general membership as to preference of place of meeting. The place of meeting is an issue which involves more than individual preference and institutional travel budget of the members, because attendance is always heaviest from adjacent territory. Under the present Constitution

voting is done in person at the meeting by a small and not necessarily representative group. Wheever controls the place of meeting controls the composition of the assemblage, with the inevitable corollary of controlling what actions will be taken. The members were circulated (after some difficulty for a postcard vote. Washington, D. C. led the second city by only four votes. In the subsequent ballet of the Geuncil, I voted for the second choice city, considering that it more nearly represented the will of the majority of institutions over the country, since the magnitude of the Mational Archives staff would make four votes very easy to garner.

A majority of the Council which following the vote of the general membership, decided on Washington) has the clear-out line of defense that it followed the directive of the general membership. This possibility of a numerically superior decision which can be made in Washington, and which is sufficient to tip the scales in favor of ones home town, even though the vote considered without Washington members might show a country-wide preference for another locality, is illustrative of the sort of missarriaging of a nominally democratic procedure which is possible under the present Constitution.

agencies. "

" Facilitate cooperation among archivists and archival

Under the difficulties above discussed, how can it be hoped to obtain the sense of fellowship and ecoperation among archivists and archival agencies? That/would be pleasant for the Mational Archives to operate an organization which afforded it an audience goes without saying. But such an organization cannot be prejected on a cooperative basis. I have very unorthodox duties for a so-called archivist in my organization, having the responsibility for raising the funds for operation and putting on such special events as will keep the public interested in our institution. I found out years age that if you want to keep an audience, you have got to write it in a part in the play. The easiest job I do is to secure a speaker for a program; the toughest is to get an audience to come and listen to him. Improve the train mationwide rester until it is willing to accept nationwide participation. Failing this it would be about as profitable for the Mational Archives to make a movie of a staff meeting and circulate it to dura members, without putting them to the bother and expense of orchestra seats at the annual moeting.

...

These are the changes which I believe would enable the Constitution to enfoguerd the general professional interest of the entire membership:

l New Section on voting, providing that:

The privilege of voting shall be restricted to institutions, the votes of institutions to be east by their authorised representative, the institution to be given the fellowing votes:

Mational Archives - 4
State Archives - 2 vetes each
Private institutions - 1

The votes to be cast by written ballot furnished in postcard form with return postage previded at issuance from the Secretary's office.

The advantages of this proposal are that it would eliminate the possibility of any institution which happened to possess a large staff wielding a decisive balance of power, and that it would take decision out of the field of happenstance of the attendance at the annual meeting. The only disadvantage I can see is that a very small number of the members of the Seciety whe are not employed by any institution would be disemfranchismd, but it is my impression that this group is small enough to be negligible, and there is nothing in the objects (Section 2) which proposes to do anything for them anyway.

I will not stop to detail the changes in wording (such as Section 11) which would be necessary to make the Constitution consistent in all sections with these provisions.

2. Meetings:

Section 18 provides that the Society's answal meeting shall be "at such time and place as the Council shall determine". This should be changed, and the selection should be placed in the hands of the general membership, the Council being instructed to appoint a Committee to canvass the possibilities, investigate the facilities of the cities from which invitations have been received, the Committee reporting the results of its investigation to the members and incleaing a stamped preferential ballot addressed to the Secretary.

3. Nomination of officers and Council members, (Section 11):

This passage has the psuedo democratic basis which is more of the sort of letter rather than spirit conformity to which I ebject. The great stumbling block to intelligent democratic action in any circumstance is kack of communication. The section could be defended by saying that the selections of the nominating committee are not exclusive, since any ten members may add names by petition filed with the Secretary two weeks in advance of the meeting. The quadratic that ten hypothetical individuals who might petition something have no way of knowing whom the Committee will meminate. The members are first consulted for suggestions. That happens to their suggestions, or what those suggestions were, never comes to light. A provision should be inserted that the nominating committee shall:

l. Consult the members for suggestions.

2. Furnish the members a list of names suggested and the number of votes received for each suggested name.

3. Include with Its report of suggestions received from the members, a statement of the slatedthey intent to nominate, inclusing therewith stamped postered addressed to the Secretary providing for additional nominations by the members.

The slate actually presented should include, not just so many names as there are places to be filled, but the name of the person selected by the Beminsting Committee for the position, with the erigin of his selection se designated, and the name of any person who has

received as many as five nominations from the membership. Final ballot should be directand to the members for return vote addressed to the Secretary prior to the meeting.

4. Amending the Constitution:

The general provision on voting by mail bullot would eliminate the objection of having a small and unrepresentative group decide an issue. Hiss Borton writes me that the original provision for the circulation of a proposed amendment prior to the meeting was inserted because "only a certain proportion of the members are in attendance at the annual meeting,...proposed amendments should be sent to all members of the Society a certain length of time before the annual meeting giving them time to file a protest". What good would it do anybody to file a protest?

It might be that certain matters where expeditious action is required might occasionally need a vote at an annual meeting; but it seems to me that a far better way than the present system of taking into account the smallness and occasional unrepresentativeness of the annual meeting, would be to inclose a return ballot at the time the proposed amendment was circulated. Then you would get a representative vote, and a dissident member could cast a negative vote rather than filing a waste motion protest.

5. Honorary Members:

Miss Norton suggests that there has been some eriticism of the election of honorary members by the Council. Maturally I felt hurt that anything which could be complained of has been going on without my knowing about it. I confoss I do not know who our honorary members are. She suggests that the Council recommend honorary members to the general membership, saying that the Council has voted on them and asking for a resolution from the floor. This is the kind of polite and meahingless gesture which I can't see any sense in. I would prefer that the Council have the exclusive privilege of recommending honorary members and the membership have the exclusive privilege of electing them. Getting a resolution from the floor is such an easy thing and has such an atmosphere of out and dried arrangements that I don't think this procedure would eliminate criticism.

I have put down everything which is currently on my mind, and would appreciate hearing Miss Norton's and your further views.

It seems to me that some of the changes I suggested could be arrived at negatively rather than by additions to the Constitution. Section 10, vesting the government of the Society in the Council, states, "except as etherwise provided in this Constitution, or determined by the Society which would lead some support to the idea that certain changes might be accomplished by adoption of resolutions by the members rather than the amending of the Constitution.

As a matter of fact, the perspective of the drafters of the Constitution is very clearly revealed in Section 10. The whole passage smacks of Gorperate rather than governmental procedure, but the actual problems with which the Seciety copes are more analogous to governmental procedures. The Seciety is not engaged in heavy financial transactions accessitating vesting of full

1105 South Second Street Springfield, Illinois April 15, 1946

Mrs. Virginia Cambrell The Hall of State Dallas, Texas

Dear Mrs. Sambrell:

Was it not Voltaire who said something to the effect, "I abhor all your beliefs, but I would lay down my life to protect your right to express them"? I feel that way about your proposals with relation to the Constitution of the Society. If your views are representative of some of our members, I think it a more salutary thing that they are being discussed freely and frankly.

The Constitution of the Society gives most of the executive powers to the Council. The reason for that was that the committee which drew up the Constitution felt that a small committee was more effective from the administrative point of view than to try to take up every point which arose with individual members. When you have had more experience on the Council you will realize how very conscientiously the Council weighs the pres and cons of every piece of business which comes before it. There is no railreading in the Council: or at least there has not been the years that I have been a member. As for feeling that there is railroading, I may state from personal experience that we are lucky if we get a ten percent reply referends sent to our members. I remember particularly when I was acting as Chairman of the Committee on Nominations, I received forty replies nominating thirty-eight separate persons for President. That hardly gave a democratic answer to the question of whom the members wanted for President. Also I know by experience that the most common bit of railroading which is done in associations is for a clique determined to put something over to make sure that they get answers favorable to their point of view. I believe the present mode of operating the Society is the most efficient. As I said in my former letter. I am willing to concede that the question of honorary members should properly be voted upon by all members of the Society.

I am disturbed by your efident feeling that the Mational Archives is dominating the Society of American Archivists. I hope that Doctor Connor, who was the first Archivist of the United States, will not feel there was anything personal in your remarks about equipment, etc. at the Mational Archives. I agree with you that there is a tendency on the part of certain persons at the Mational Archives to be on the defensive in relation to equipment and the laminating process. However, I know how very careful both Doctor Connor and Doctor Buck have been to hold back the Mational Archives from dominating the Society. I would feel compelled to submit a dissenting opinion if our Committee were to propose such a drastic amendment of the Constitution as

to limit the franchise to institutional members and particularly to restrict the number of votes in the National Archives. Are you aware of the fact that in several of the states the archivists are paying membership dues out of their own pockets because their states cannot or will not pay institutional memberships? After all, our individual members bring in probably 90 percent of our finances. Why should individual members be deprived of the voting privilege? For instance, in Illinois, I, the Archivist, would not be the voting member for the Illinois State Library, but Miss Rogers, the Assistant State Librarian, who always consults me generously, but who does not always vote the same way I do in the Society. I do not know the figures offhand, but I am sure that at least half of our membership is made up of members of the National Archives staff. I see no justification in saying that the Society of American Archivists in their business meetings and in their periodical, the American Archivist, should be restricted in their voting. If you are going to take such an attitude as that, how about the attitude of the people in the National Archives who would say that after all, they are archivists, and that we should restrict the membership to archivists and leave out the curators of manuscripts and historical libraries, particularly since these latter groups have their own organization, the American Association for State and Local History. Where would that leave you? There are people who actually have that feeling about you people, you know. Personelly I think it would be a tegrible loss if the Society did not include you people. In other words, as a member of your Committee. I wote that we leave the power to wote as it is at present.

of Washington for the next meeting of the Society of American Archivists. I understand there was some dissension in the Council in this matter, but I do not know the details. If you will bok over the list of places melected, you will find that the Society has met as follows: New England; Providence, 1937, Hartford, 1941; The South-Montgomery, 1940; Richmond, 1942; The Middle East--Princeton, 1943; Harrisburg, 1944; The Middle West--Springfield, 1938; Indianapolis, 1945. In 1947 we are to go to Denver. This is our first invitation West of the Mississippi, and the date, was set by the persons inviting us. In other words, the Council tries to take the Society to the various parts of the country in rotation. If we were to decide the matter entirely on the mais of the votes, we would probably never meet anywhere but right around Washington, since the preponderance of members is in that vicinity. In other words, I wote in favor or leaving the provisions of the Constitution in relation to selection of meeting places to the Council.

Sincerely,

594 Cabot Street, Beverly, Massachusetts, December 3, 1945

Dear Miss Norton,

Your letter of November 15, describing the meeting of the Society of American Archivists, was of great interest. I too am sorry that I was not able to be present. To compensate in some small way, I attended the meeting of Eastern College Librarians at Columbia on the 24th of November. There was nothing on the program of close concern to archivists, but the story of efforts to save present stocks of books in Europe was of interest. So too was the M.I.T. Librarian's talk on new library building, for Harvard, as you no doubt know, has received a gift for the construction of an undergraduate library. I doubt if anything will be done until an equal sum is raised to endow the building, and until construction difficulties have subsided somewhat.

In my last letter, I spoke of a temporary government job on war records which Mr. Keough is doing at M.I.T. A similar job has come up at Harvard and I have been asked to undertake it. Aside from the financial return, the experience, as everyone advises me, will be valuable. So I have decided to do it, postponing the Columbia work until Summer or Fall. The situation at Harvard differs from that at M.I.T. somewhat in that there were a large number of distinct projects, all fairly closely controlled by the Treasurer's Office. My job will be to root the material out, gather it into the basement floor of Littauer, and see that it is as usable as possible. Of course the use will be restricted for some time, for much of it is still classified. At the end of five years, it is expected that many of the business records may be destroyed and the rest turned over to the Archives. Of course at the conclusion of my work (which may take six months) I will return to the Archives.

At first it was thought that the material would be sent directly to the Archives. But when it was discovered there would be some 300 filing cabinets, the authorities realized that it would have to be someone's fulltime responsibility.

As Mr. Shipton says, it will be an opportunity to find out how much the care of archival material costs, as I am starting from scratch. When I have gotten a little farther along, perhaps I will be calling upon you for advice. Frank Keough and I will getting together on our problems. All in all, it looks like an interesting job, and not just because I am to be called Custodian of War Records.

Mr. Walton has undertaken some library job in Washington, though I am not sure what the job is, or how long it will last. So this is for your information alone until some announcement is made. Two more of the library men who entered service are expected back in January.

Though I do not wish to deprive Illinois of the honor of having the American Archivists' Convention next year, I can't help but hope it is Washington, for perhaps then I could attend it.

I hope that you will have a happy holiday season.

Sincerely yours,

Robert W. Lores

HARVARD UNIVERSITY

OFFICE OF WAR ARCHIVES

For the records created in the fulfillment of the University's War contracts

LITTAUER CENTER
CAMBRIDGE 38, Mass.
January 16, 1946

Dear Miss Norton

I believe that I am far enough along in this job to give you some account of it. So far, though, no large segment of records has been received, and many details remain to be worked out. The delay, on the part of the large laboratories, has been caused by an extension of time in which to write reports. However, at the same time they are organizing the records, so that, when they do come here, they should be in good order. This was not the case with the material I received this week from two professors of chemistry. Fortunately, there was not very much, and I was able to put it into a rough kind of order. Just to show how people differ, a similar batch, received from a professor of biology, was neatly separated into folders.

The "official" purpose of this office is as stated on the letterhead above. Interpreted narrowly, the Treasurer's Office would feel that copies of the reports (preferably three) and the business records (to be kept for five years) would fill the bill. In addition, we are taking the so-called technical records, note-books and the like, and even (where we cannot help it) museum material. There is a chance that a large document collection, used for research by one of the laboratories, may be lent to us by the Navy. The fact that we have a vault and a cage is the main justification for our getting this classified collection, rather than the Physics Department Library.

It is expected that the material will be arranged, and even cataloged, by contract number, since that is the means of identification used from the start by the Treasurer's Office. The material from the larger laboratories will be received in the filing cabinets and will be kept in them for the time being. It would be difficult, especially for the smaller laboratories, to separate the business from the technical records, the classified from the unclassified (using classified in the sense of confidential). The director of one of the labs considered microfilming his correspondence for a time, but finally decided against it. Where the investigator has only one copy of his report, and does not wish to let it go, we will microfilm that.

Sterling Dow, an instructor in history here, has been working for over a year on the task of collecting material summarizing the history of the various projects. This is with a view to making the future historian's job easier, and is in line with the government war history projects, the subject of a recent article in The American Archivist. My job is with the records themselves, and should last at least six months. At the end of five years, it is planned that the business records should be weeded and the remainder transferred to the University Archives.

(I am finishing this letter at home.) Reading it over, it seems rather a dry account of "putting the records to bed." The personnel man of one of the laboratories, who is trying to find someone to help me, says the job lacks glamor! Seriously though, finding help these days is as difficult as finding an apartment.

Mr. Walton is still in washington; he is expected back. Three more of the professional staff have come back to the Library from military service. It seems doubtful that there will be any others, at least for awhile. Various Washington jobs seem to be attracting some of the men, who were down there on wartime work. My friend, Mr. Keough, is organizing the war records of Massachusetts Institute of Technology, as I believe I mentioned in a previous letter. We two can compare notes, though his problems are somewhat different from mine.

I plan to go to New York some weekend soon to talk with Miss Crissey about Library School. It is quite likely that I will end up going to Summer School. Dot and I do not plan to be married before June or September. I want to thank you for your good wishes and for your Christmas card. I also appreciate your willingness to read such a lengthy epistle as this. As specific problems arise, perhaps I will impose upon your good will to seek advice.

Sincerely yours,

Rebert Lovers

OFFICE OF THE TREASURER OF HARVARD COLLEGE 24 Milk Street Boston 9, Mass.

October 16, 1945

INFORMATION CONCERNING RESEARCH CONTRACTS

ITEM 37

37. Preservation of Records.

It is important that the records evidencing the completion of work done by President and Fellows of Harvard College under contract with the OSRD be kept for future reference. The records must include copies of interim and completion reports (3 copies if possible) and such other papers and documents necessary to substantiate the fulfillment of Harvard's contractual obligations. The following quotation is from the instructions issued by OSRD under title of "Preservation of Records":

"The Contract Settlement Act of 1944 (Section 19a) forbids the destruction of (i) any records of a war contractor relating to the negotiation, award, performance, payment, interim financing, cancellation or other termination, or settlement of a war contract of \$25,000 or more; or (11) any records of a war contractor and any purchaser relating to any disposition of termination inventory in which the consideration received by any war contractor or any Government agency is \$5,000 or more; until (1) five years after such disposition of termination inventory by such war contractor or Government agency, or (2) five years after the final settlement of such war contract, or (3) five years after the termination of hostilities in the present war as proclaimed by the President or by a concurrent resolution of the two Houses of Congress, whichever applicable period is longer.

"The term 'records' is defined in this section to include but without limitation 'books, ledgers, checks and check stubs, payroll data, vouchers, memoranda, correspondence, inspection reports and certificates.' Further, in our opinion, the term 'records relating to the performance of a war contract' includes technical reports, invention disclosures, patent reports and all laboratory work books, memoranda, and other technical data pertaining to the performance of the subject work of a given contract."

Arrangements are being made with the Archivist at Widener Library to make space available for the storing of such records and to impound them subject to certain regulations for security purposes. You will be advised concerning these regulations at a later date.

For the time being it is proposed to store these records in ordinary locked steel correspondence files. It is believed that OSRD will consider a certain number of files as necessary for the preservation of the records and will accordingly donate or consider as expended a number sufficient for the purpose of each contract. In the event this is not the case the cost of purchasing such files from the OSRD will be absorbed by the University. No doubt there are projects where there is insufficient material to require an individual file, and these will be combined and stored in files supplied by the University. Each file will be properly marked with the appropriate contract number, and security classification.

Please advise this office in writing at your early convenience as to the estimated number of files (whether letter or legal size) you expect to store or the number of drawers you may require. Please furnish this list in two parts: (1) show the amount of technical and scientific material and (2) the amount of material relating to business matters. This information is needed now in order to arrange for sufficient space.

WM. H. CLAFLIN. JR.

Treasurer of Harvard College

OFFICE OF THE TREASURER OF HARVARD COLLEGE 24 Milk Street Boston 9. Massachusetts

December 6, 1945

INFORMATION CONCERNING RESEARCH CONTRACTS

ITEM 38

38. PRESERVATION OF RECORDS - ADDITIONAL INFORMATION

Supplementing our earlier bulletin, Item 37, this is to inform you that war records will be stored in the basement of Littauer Center where a suitable vault and other space is available.

It has become evident from the letters which we have received in reply to our earlier bulletin that the matter of indexing and storing of records is of such volume as to require the services of someone who can devote his entire time to the problem. Accordingly, Mr. Robert W. Lovett of the Archives, Widener Library, has been named as Custodian of War Records, and he will have his headquarters in Littauer Center. In due course Mr. Lovett will contact all Technical Representatives and it will be appreciated if he can have your full co-operation in completing this work as rapidly as possible.

Please remember that Harvard must have suitable evidence of the fulfillment of its contractual obligations. Such evidence should include copies of interim and completion reports (3 copies if possible) and such other papers and documents as are necessary to insure complete records.

WM. H. CLAFLIN, JR.

Treasurer of Harvard College

HARVARD UNIVERSITY

OFFICE OF WAR ARCHIVES

For the records created in the fulfillment of the University's War contracts

LITTAUER CENTER
CAMBRIDGE 38, Mass.

February 6, 1946

Dear Miss Norton:

This job is developing gradually; it is now certain that the Radio Research Document Collection will be placed here. Administering it is not really a proper function of this office, but it is a matter of convenience and necessity, and will certainly add to our activity. Fortunately, a woman who has worked on it almost from the start and so is thoroughly familiar with it will come too. How much use it receives, in connection with the Naval Research Contract with the University, remains to be seen.

The first considerable batch of material has come, not too well organized or weeded. It represents the correspondence, reports, charts and data of a research project carried on at the Harvard Business School. There are as many as twelve copies of some reports; surely one for record purposes, with perhaps two duplicates as a temporary reserve, are all we should keep. And what of reports from other institutions engaged in similar work? These are "marginal" archives, like the Document Collection, and perhaps not deserving of room at all. Finally, there is a question as to whether the data and charts (long, paper-wrapped rolls) are not sufficiently summarized in the reports themselves.

I have been considering whether I should not use my "G.I." benefits to acquire an M.S. in Library Service as well as a B.S. This is tied up with the decision as to whether I would remain in archival work or go into general library work, and this decision I have not as yet made. Mr. Shipton, in planning the future of the Harvard Archives, looks to the employing of four "professional" workers, of whom. I would be the one in charge of University relations, of insuring a steady flow of records to the Archives. This would be dependent upon Mr. Walton's not returning from Washington (even if he did return, his job in the Archives is a temporary one), and upon Mr. Shipton's continued supervision of the office. Mr. Metcalf would agree to this, but with the addition that I should some time acquire experience elsewhere, the only likely place being The National Archives. And this brings me again to the obstacle that I have evidently not had enough courses in American History. So for the moment, anyway, I have decided to finish my work for the B.S. degree, probably in two summers; to continue in my job with the Harvard Archives, perhaps taking work in American History next year "on the side"; and to postpone decision as to a year's academic work, either in library or archival fields. Of course my age (thirty-two) and my approaching marriage further complicate matters. However, government benefits will continue available for several years.

I have been catching up on some of the library and archival literature lately. The National Archives has sent me their list of publications, plus Bulletins on "Buildings and equipment for archives" and "Historical units of agencies of the First World War". I found Vernon Setser's article on "The War history projects" in The American Archivist for April, 1944, of great interest. The bibliographies in the October issues of that journal should also be valuable. We doubt I should write for issues of The War Records Collector, which is to become, I am told, The War Historian.

It now appears likely, as I mentioned before, that Mr. Walton may stay in Washington. Mr. Ellis, who had been employed in the Archives Reading Room for the past three years or so, died suddenly last week. Before coming to the Archives, he had been for years Assistant in the main Reading Room, and so had acquired a considerable knowledge of the University. My friend, Mr. Keough, is continuing his work on the records of the Radiation Laboratory at M.I.T., at least until July. Plans are being made for the new Undergraduate Library, though it is doubtful if work will be started before 1947. It is to go next to the Houghton Rare Book Library, in the northeast corner of the Yard.

Again I would apologize, in case I have taken too much of your time, with matters which do not concern nearly as closely as they do (you me. My only excuse is that I feel the need of communicating with someone who has the over-all archival view, and that you have been willing to listen in the past. Thank you for "listening" this time.

Sincerely yours, Relet Lovell

P.S. In another envelope, I am sending you copies of two Bulletins issued by the Harvard Treasurer and defining my activities.

Personal

1105 South Second Street Springfield, Illinois February 13, 1946

Bear Mr. Lovett:

I am ashamed to find that I now owe you three letters. The reason for my delay was that early in December I was invited to become the new editor of the American Archivist in place of Professor Pease, resigned. Certain local conditions and the usual delays inherent in the procedure of the Council of the Society have delayed the announcement of my appointment until now. You are the first member of the Society, outside of officers whom I have told, although I did tell some of my friends in my Christmas note that I was considering the proposition.

Meedless to say, I am very much interested in your new project, but have not yet found time to sit down and go through what you have written in detail. A little later I promise you that I will make comments.

Tou are probably wise to go ahead with the library degree, because there are so many more opportunities in the library field, especially for men, than in the archives field. Getting located in archives is pretty much a matter of luck. I doubt if your not having had such American History is as much of a handicap as you may feel, but if you have the opportunity to take courses on the side, I think you should do so, though I must say that I do not envy your fiances. However, all the girls are doing the same thing, patiently waiting for their men to complete their education. I feel very strongly that you should go shead immediately to get the degree, because this several years break is going to make it hard for you go get into the feel of going back to school. I went back to graduate school after the last war a number of years after I had finished at college, and I really did not have the patience to complete the work for the degree. University work, even graduate work, is planned consciously or uncensciously for the juvenile mind, and a mature student is irked at many of the things he is forced to do in his advanced work.

We are working several nights a week, and my mind simply cannot grasp new ideas just at present. I will write you more before long.

Sincerely,

Mr. Robert Lovett 594 Cabot Street Beverly, Massachusetts

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Righly of 4 15 46
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594 Cabot Street Beverly, Massachusetts April 2, 1946

10 det -

Dear Miss Norton:

I am not sure whether I have replied to your latest letter, in which you tell of your appointment as aditor of The American Archivist. If not, I certainly want to congratulate you on the honor. I hope it will not be all work and no play (I almost said "pay"). With this plus your regular job, I can understand how busy you must be.

I can see the end of my particular job a little more clearly now. One collection has actually come to me, and with 1t a woman who has worked with it from the start. This collection of research materials is to belong to and be supported by the Navy, which is simply lending it to Harvard. And next Monday the biggest collection of all is to arrive, also with a person who has worked upon it. so by the middle of April, I hope to have a three room office (I already have that), two people working for me, and ninety percent of the records. This is encouraging, for I am planning to leave early in July for summer school. In the Fall I shall return to the University Archives for at least another year, or until I receive my Library degree, in the summer of 1947. This seems to be the best way to do it, with least interference to my work and private life. Incidentally, Mr. Keough plans to be working in the University Archives this summer, but will be at the Columbia Library School all of next year. And while on the subject of people, Mr. Walton, it appears, will not return to Widener from Washington. And Mr. Shipton is at present laid up with the mumps; I'm sure he would not want that to get into the News Notes.

Did you happen to see "Li'l Abner" for the tenth of March? No doubt you don't see it regularly, but someone might have called your attention to the character for that day, one "Mandrake P. Mothball, of the Obscure Statistics Section of the U.S. Department of Obsolete Records". This seems to me good enough satire to deserve wider circulation among archivists. After all, we should be able to laugh at ourselves once in a while.

The Special Libraries Association is to hold its annual meeting in Boston in June. And for the Associated Harvard Clubs meeting in Cambridge, also in June, I may have a hand in arranging an exhibit of what went on in the laboratories during the war. So you see, this may be a fairly busy Spring yet. Do write when you find the time. If you like, I will send you a copy of my report on this present project; it is still in the unwritten stage, as it must be, I expect, until June.

Sincerely yours,
Roles Lovell

PS Here is a verse which is more or less self-explanatory. I might add that, according to the Harvard rules, archives may not be used without permission for fifty years, and that my class was 1935.

On Becoming an Archive
The records of the class of thirty-five
Are now officially an archive,
And I who used to gather others in
Must see my own embalmed. Ah it has been
Long, but hardly long enough for that.
Alas, naught can be said but Requiescat;
And then, a final word to calm our fears,
The public cannot look for fifty years.

Rober Liness

Me fre gin Other au winder annian Chetwist

April 15, 1946

1105 South Second Street Springfield, Illinois

Mr. Robert Lovett 594 Cabot Street Beverly, Massachusetts

Dear Mr. Lovett:

Today I have re-read all of your recent letters telling about your work with the collection of war research materials at Harvard. It occurs to me that it would be very interesting to publish in the American Archivist a short description of the files and of the problems you encountered in taking care of them. Of course I realize that you could not go into too much detail because of the confidential nature of most of the material, but I think it would be interesting to know how this confidential material is treated and probably in general what was done by Harvard is known.

Thank you for calling my attention to the "Li'l Abner" cartoon. I wish I had the nerve to reproduce it in the American Archivist. but I suppose such levity would be frowned upon.

I am very much interested in your plans to continue at Harvard until you receive your library degree in the summer of 1947. I believe you have made a wise decision because getting a position in an archives is pretty much a matter of luck. It so happens that within the last year or two I have been asked to recommend persons to at least a half a dozen positions which now have been filled, but you might have to wait some time. There will always be good openings for men in library work. Just at present the State Bistorical Society of Wisconsin at Madison is looking for an experienced manuscripts curator who may be called upon later to organize a state archives, when and if such an institution is established. Unfortumately, however, they are only planning to pay around \$2,000, which would not be sufficient to make you change your plans. Mr. Clifford Lord will be the new Director of the State Historical Society. If you should be interested in writing, I understand you should address Dean George C. Sellery.

I have set May 1st as the deadline for receiving copy for my first issue of the American Archivist; namely, the July issue. I suppose I shall be quite busy from now on. I have been heartened by the spirit of cooperation of members of the Society in helping me get material.

Sincerely.

UNIVERSITY OF ILLINOIS LIBRARY SCHOOL URBANA, ILLINOIS

July 25, 1946

Miss Margaret C. Norton, State Archivist Archives Building Springfield, Illinois

Dear Miss Norton:

Miss Mary Jane MacDonald is applying for admission to the University of Illinois Library School. She has given us your name as reference. We shall be very grateful if you can write us concerning her, particularly in regard to her personality and character.

We shall be grateful for any help you can give us in this respect.

Stucenery Yours

Lewis F. Stieg

Assistant Director

LFS:ar

July 29, 1946

Mr. Lewis F. Stieg, Assistant Director University of Illinois Library School Urbana, Illinois

Dear Mr. Stieg:

Miss Mary Jane MacDonald, who is applying for admission to the University of Illinois Library School is a daughter of William MacDonald who for a number of years was an Assistant in the Archives Department of the Illinois State Library. Through her father, therefore, I have known her ever since she was a very small child.

Miss MacDonald is a quiet, studious young woman of refinement, and a brilliant student. She was one of the two or three highest in both her grade school and high school classes. I presume she has continued her excellent tradition in her undergraduate work at the University of Illinois.

Her father is a very versatile person and was one of the most valued assistants we have had in the Archives Department. His daughter is very much like him, with a sense of responsibility, and I believe a great deal of ability. From what I know of her I think she is the type of person we want to recruit for library work, and it was at my suggestion that she gave you my name as a reference.

Yours very truly.

Archivist

mon:lk

(C. A.+ Z. No.F. 45/4A/46-P

IMPERIAL RECORD DEPARTMENT.

New Delhi,

White the Lite April 1936

Dear Miss Worton,

Many thanks for your letter of February 13, 1946.

I have now received the complete lile of Illinois Libraries and I am at the moment going through it with keen interest.

I am very glad to know that you have been elected Editor for the American Archivist and I have no doubt that the journal will not only keep up its tradition but attain still higher standard under your able guidance.

I very much appreciate your idea of our preparing, for publication in the American Archivist, a few paragraphs outlining the plan and purpose of the proposed journal 'Indian Archives' and inviting the American Archivists to contribute. I shall cortainly do so as soon as I am able to bring out the first issue of the Indian Archives. I am shortly deputing my Senior Technical Assistant Mr S.Chakravorti to the Mational Archives, Washington and undoubtedly he will wis visit the important state libraries and gut himself into contact with the Archivists who may be willing to contribute to our journal.

I carefully note what you say about the filing arrangements and I shall look forward to the publication

of the details in the American Archivist. As advised by you I shall also contact Mrs. Gambrall on the question of stack equipment.

Thanking you again for your help and & cooperation,

Yours sincerely,

(S. N. 5 E N.)

Miss Margaret C. Norton, President, Society of American Archivist, Illinois State Library, Springfield, Illinois.

Riaz.

No.F.70-7(a)/46-G, Imperial Record Department, New Delhi, the 1370 May 1946.

Dear Miss Norton,

May we solicit your help in obtaining copies of the following articles as yours:-

- 1. The Illinois State Archives Buildings (American Archivist April 1938)
- 2. The place of Microphotography in the collection and preservation of local archives and historical manuscripts (American Library Association -Public Documents 1933)
- 3. Archives and Libraries a comparison drawn. (Illinois, Secretary of State blue book 1939-40)
- 4. The archives Department as an administrative unit in Government (National Association of State Libraries Proceedings 1930)
- 5. Scope and Function of a State Archives Department. (NaSL proceedings 1936-37).
- 6. Classification in the archives of Illinois American Library Association.
 Archives and Libraries 1940.
- 7. Archives and Libraries : Reference work. (Illinois Libraries volume 21 No.8
- 8. Establishing priorities for State Records Illinois experience (American Archivist January 1942)

Our attempt to obtain the reprints of the bove articles have not so far been rewarded with

success. But we expect you have in your personal collection some spare sets of the reprints and in that case we should feel highly obliged if you would send them to us for storage in our Library.

Another archival publication in which we are interested is Emmet J Leehy's: A study of European archival administration. The name of the publisher is not known. Could you just tell us how to get a copy of this book? Nor have we yet been able to procure a copy of Casanova's classical work on archival science - Archivistica. We expect you will be in a position to tell us if the book is available now and if an English translation has yet been made. Konarski's:

Modern Polish archival Economy is also another publication which we have yet to acquire and we shall be glad if you could give us some idea as to how to obtain a copy.

Yours sincerely, S. Roy

Miss Margaret C. Norton, President, Society of American Archivists, Illinois State Library, Springfield, Illinois.

(9. A+L

June 11, 1946

Mr. S. Boy Imperial Record Department No. F.70-7(a)/46-9 New Delhi, India

Dear Mr. Roy:

Under separate cover we are sending you copies of The American Archivist for April 1938 and January 1942, Mational Association of State Libraries Papers & Proceedings, and Illinois Blue Book 1939-1940, which contain four of ay articles. Extra copies of the other articles are not available. If you continue to be unsuccessful in locating copies, let us know, and we will have photostatic copies made of those which you particularly desire.

Administration was published by the Mational Archives. A copy can doubtless be obtained by addressing Dr. Solon J. Buck, the Archivist.

So far as I know Casanova's "Archivistics" has not been translated into English. The same is true of Konarshi's "Modern Polish Archival Moonomy". However, The Matichal Archives has had a number of foreign language archival publications translated or abstracted for its ewn use. We suggest that you also ask Doctor Buck if these two books have been translated by members of his staff and are available.

Sincerely,

INDIANA STATE LIBRARY

HAROLD F. BRIGHAM, Director Telephone: RIley 8361 INDIANAPOLIS

MARGARET PIERSON, Chief Archives Division

August 31, 1946

Miss Margaret C. Worton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Morton:

Mr. Harold F. Brigham asks me to write to you with regard to a visit to your building. Sometime in the future we hope to erect a building for the archives and the library, and we should like to gain a liberal education in making a study of your building.

Mr. Brigham suggests that he and I, accompanying the Indianapolis architect Edward D. Pierre, might call upon you during the week of September 16th or 23rd. Please let us know whether that time would be satisfactory to you.

At last, I'm making that long-promised visit!

Very sincerely,

margaret Prison Margaret Pierson, Archivist

MP: CT

INDIANA STATE LIBRARY

HAROLD F. BRIGHAM, Director Telephone: Riley 8361 INDIANAPOLIS

MARGARET PIERSON, Chief
Archives Division

September 3, 1946

Miss Margaret C. Morton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Morton:

Mr. Brigham is anxious to have any available plans of your building. He and Mr. Pierre would like to study the plans before visiting you.

Of course, we should be glad to compensate you for any expense thus incurred. We are very much obliged to you.

Very truly yours,

Margaret Pierson, Archivist

MP: OT

national archives

Springfield, Illinois September 5, 1946

Mrs. Margaret Pierson Archivist and State Librarian Indianapolis, Indiana

Dear Mrs. Pierson:

Owing to vacancies on my staff, sickness and vacations I shall be pretty closely tied to our reference deak the last two weeks in September. However, the first week of October we will be busy preparing for Illinois Library Association. It meets here October 10 and 11, and immediately following that I shall be leaving on my vacation. Therefore, I believe, Mr. Brigham, your architect and you should plan to come either of the two last weeks in September. You will be very welcome. I make this explanation only to warm you that I will not be able to extend as much hospitality to you as we usually do.

I can arrange to have the architect taken through the building, and we can discuss any matters in which we are interested while I am at the reference deak. since our work is not heavy at this time of the year. Miss Rogers, our Assistant State Librarian, tells me she will be in town both weeks, and of course is very anxious to have a good visit with Mr. Brigham. She wishes to know as soon as possible, however, just what days you will be here so that she can arrange her schedule accordingly. If you are here the middle of the week we can probably arrange for an interview with Mr. Joseph Booton. chief draftsman for the State Architect. Mr. Booton was the architect immediately in charge of the work on the Illinois Archives Building. He is in Springfield usually every Wednesday. Probably your architect is acquainted with the state architect, Mr. C. Herrick Hammond. We will assemble data and blue

prints on the building, and will be as helpful to you as we ...

One two idealing hotels are the Abraham Lincols Motel and the Leises Notel. Both of which are within walking distance of the Parts Mealives Building. Because there will be a manher of conventions in Springfield this ments you should have definity hotel reservations.

Headtine I am sending you a photostatic copy of the plane for the pullding. As this is by only copy and I am not able to have a deplicate made for you at this time. I would be abliged to you If you would return it at your convenience. You will find planers of the building in the likeout Blug heat for 1930-40, y.408 ft.

Sincerely.

MONITO

Engle: 5 Photostatic copies

Archivist

INDIANA STATE LIBRARY

HAROLD F. BRIGHAM, Director Telephone: Riley 8361 INDIANAPOLIS

MARGARET PIERSON, Chief
Archives Distriction

September 19, 1946

Miss Margaret Morton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Morton:

Your letter and floor plans were most helpful. Mr. Brigham asks me to write you that we will visit you all day on Wednesday, September 25, if that is agreeable with you.

We expect to leave here Tuesday afternoon and spend the night in Springfield. Mr. Brigham, Mr. Pierre the Architect, an Art Metal representative, and I plan to come.

Your helpfulness is appreciated, especially since you are so burdened at this time.

Very truly yours,

Margares Pierson, Archivist

margaret Prison

MP: OT



STATE OF LOUISIANA SECRETARY OF STATE BATON ROUGE

February 1, 1946



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Hon. Edward J. Barrett Secretary of State Springfield, Illinois

Dear Mr. Barrett:

I am contemplating the submission of legislation at our next regular session relative to archives, and would greatly appreciate your sending me copy of the statute of your state dealing with the preservation of state records and state archives generally.

Thanking you for your cooperation in this matter and with kindest personal regards, I am

Sincerely yours.

Illado O Ma

Secretary of State

WOLLjr/pj

February 8, 1946

Hen. Wade O. Martin, Jr. Searctory of State Jaton Houge, Louisians

Dear Mr. Martine

Anglosed are copies of the various Illinois statutes which assign records duties to the Archives Department of the Illinois State Library.

You will notice that the basic law is a permissive one found in the State Library Act of 1939. By that we mean that State departments may deposit records in the State Archives, but that there is no law to compel them to do so. You will note the Act creating the State Records Commission which has jurisdiction in the main of destruction of State records, again a permissive law. Under Illinois law no records may be destroyed except by permission of the General Assembly. The State records Act permits State officials to secure their legislation through the State Records Commission but does not prohibit any department from going directly to the General Assembly to seck permission. As a matter of practice most departments prefer to use the services of the State Records Commission, because it shifts responsibility for the selection of records to four other State officials besides the head of the department involved. In other words, if records are destroyed which a generation hence we realize should not have been destroyed, the responsible official has the consolation that at least time State officials agreed with him in his judgment. officials agreed with him in his judgment.

Tou will also note the jurisdiction of the Archiven Department in relation to the microfilming of county and state records. Finally, the Act in relation to destruction of records in Gounty offices gives the Archives Department of the State Library an opportunity to intervene for the protection of records proposed for destruction. However, the wording of the law is such that in practice probably no records can be destroyed under this Act. The Act was passed at the insistence of certain county officials and did not receive the endorsement of the State Librarian.

We are pleased to hear that Louisiana is taking this forward step towards the establishment of a real State Archives Department. It was your sister Southern states of Mississippi and Alabama which pioneered in the archival sevement in this country. Tour own State University and the Louisiana Mistorical Society at the Cabildo in

W. V. C. Martin, Jr.

New Orleans have tone a great toal for the preservation of the historical records of louisians. Thile this is of course of the greatest importance, anders archivists feel that a systematic ereation and disposal of records being system to today is of at least equal importance from an administrative point of view.

If there is emything which the Illimois State Library one do to help you in your archival progress in Louisiana, we will be glad to do shatever we can. We suggest that you address further inquiries on this subject direct to Miss Margaret C. Forton, Archivist, Illinois State Library, Springfield, Illinois.

Yours very truly.

SECRETARY OF STARE AND STATE LIBERTAR

Signed by -Melena A. Rogers Assistant State Librarian

monilk Inc.

LOUISIANA STATE UNIVERSITY

LIBRARY BATON ROUGE S, LA.

QUY R. LYLE,

May 8, 1946

State Archives

Springfield, Illinois

Dear Sirs:

We wish to obtain American Imprints Inventory number 4, <u>A Check List of Chicago Ante-fire Imprints</u>, <u>1851-1871</u>, at present lacking from our collection.

If you can give us a copy we shall be most grateful.

Thank you for aiding us.

Yours truly,

James K Dicker

Gift & Exchange Librarian

ather auch - Let.

May 16, 1946

Me. Japes X. Diekeen Gift A Exchange Librarian Lebiston Blata Entycretty History Paris: Spuge S. La.

Dear Mr. Dickson

The Illinois State Library does not have the deplicates of the American imprints inventory No.6, % Disch List of Chicago Anterfire Imprints, 1881-1871. Then the project clause all resords of the American Imprists Inventory were first noved to the University of Tiaductin and later at Ional & part of these were taken to the Memberry Library where Nr. Touglass Memoripie was specified on Illinois Imprists at the time of his death. The there or not sither of these institutions has the extre applies of the published issues we do not know. Tou night toy both of these institutions.

Yory train yours,

SECREBARY OF STATE AND STATE LINEWILL

Signed by Relate Albrarian Analytam State Librarian

mon :lk



HALL OF RECORDS ANNAPOLIS, MARYLAND

April 22, 1946

Miss Margaret C. Norton, Editor-Elect THE AMERICAN ARCHIVIST 1105 South Second Street, Springfield, Illinois.

My dear Miss Norton:

I am pleased that Mr. Skordas will be able to help you with the magazine. I am sure that you will find him a satisfactory assistant.

I have just finished reading your article in the February issue of <u>Illinois Libraries</u> in which you review the whole problem of photography for State Records. I have never seen a clearer statement of every aspect of the problem and I congratulate you on it. There are several questions that I should like to ask.

On page 151 you refer to Greenwood's book. I wonder if you could tell me whether this book is now available, and if so, the address of the Focal Press? You state that some photostat cameras have attachments for // blowing up microfilm./ I have never heard of this. Is this a very recent development? On page 155 you state "In some states, notably Virginia, the originals of the older county records are deposited in the state archives while the county officers use photo-copies." I was surprised to see this statement as I have been involved in a friendly controversy with Van Schreeven about this matter. It is the Maryland plan to retain the originals at the Hall of Records and to replace the land record volumes with photostatic copies which are then sent back to the counties. The Virginia plan, as I understand it, works just the other way around. The originals are sent in to Richmond where they are photostated and repaired. The repaired original is then returned to the counties and the photostat is kept at Richmond. The same plan is used at Delaware now except that a microfilm rather than a photostatic copy is retained at Dover. I do not think that I am mistaken about this Virginia business because I discussed the matter with Van Schreeven and Church on their visit here some weeks ago.

I look forward to the next installment of your study with much interest.

Very sincerely yours,

Morris L. Radoff, Archivist

MLR: LH

Otto Buch + Lat.

April 25, 1946

Dr. Morris L. Radoff, Archivist Hall of Records Annapolis, Maryland

Dear Doctor Radofft

I am glad that you found my article in the February issue of Illinois Libraries of value. I am not enough of a technician to write upon the subject of photography, but we have been having so many calls from State departments for assistance in deciding upon photography that I decided it was time someone wrote on the subject from the records angle.

H. W. Greenwood's Document Photography Individual Copying and Mass Recording, 2nd Edition, was published by the Focal Press, Ltd., of London, in 1943. Their United States agents are Burleigh-Brooks Company, 120 West 42d Street, New York. The book is listed at \$2.85. I presume any of your book dealers in Baltimore could order it for you. This is a small unpretentions looking book, but it is packed with information both for the photographer and for the archivist. Written for the British trade, there are a few things omitted. On the other hand, Mr. Greenwood deals with the subject of reflex copying in quite a bit of detail. So far in this country we have done almost nothing along this line. Since it is cheaper than the Photostat, I think we can look for more along this line. The Remington Rand people are going in for reflex copying machines quite heavily. We have recently had one of these donated to us by one of the other. State departments but have not used it. As I remember it, they dall their machine the Pertagraph. In my opinion this is the sort of book we should be reviewing instead of wasting a lot of time on reviews of the annual report of the Mational Archives. This book has been out nearly three years, yet I learned of it quite accidentally through Howard Eddy last fall. So far I do not seem to be making much progress in getting the kind of reviews I want. However, Dector Wood is trying very hard to please me. He says that several outstanding books have been given to some of the leading archivists for review and that they simply do not write the reviews. Therefore, he thinks the thing to do is to try to get the younger archivists interested in writing and is handling out more reviews to them to do with, he thinks, rather more success.

I am glad to be corrected if I have been misinformed about the Virginia policy in relation to the older county records. I should have checked with Dr. VanSchreeven before making the statement, but

£0

I was so positive that I had soon the originals in the Virginia. State Library that I depended on an notes taken the last time I was though. The notes one takes at a convention are not always dependently, as we all know.

Tou must about the attachment wold by the Photostat Company for mixing employees to. I have mover seen this apparatus symplify and spilling to move act moving possitioned toying it, because our volume does not justify the ampains. I emplose a rather poor photostatic copy of this emlarger together with the latest price lies at head, thick is Discouler 1944. The apparatus is manufactured by the Photostal Company to the

Stnoorely.

Archiviet

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ATTLE FLOOR PAILES

HAT AA



Op:Walamazov.Cazella

SUNDAY MORNING OLD

MICHIGAN'S OLDEST NEWSPAPER

Kulumuzoo,

Jan. I, 1945

Dear Miss Norton: --

I am sure that if you will write your opinion of the qualifications of Mr.Monaghan for the position of secretary and editor for the Michigan Historical Commission for presentation to the committee which will recommend an applicant to the Commission, it will prove of great value. I am very favorably impressed by Mr.Monaghan's attairments. Two other Commissioners and I are the committee.

There are several applicants. One of the most important requisites is ability to speak before any kind of an audience and especially before legislative committees which determine appropriations. The people of this State need awakening and enlighterment in the neglected field of history. I know you understand the situation. I am indebted to you for many courtesies; I hope I may be of service to you some time.

Very sincerely,

CHARLES A. WRISSERT.

The Gazette, Kalamazoo, Mich.

Miss Margaret Norton, Archivist, Illinois State Library, Springfield, Ill. January 4, 1946

Mediga Zete ich inch.

Mr. Charles A. Weissert The Kalamasoo Gazette Kalamasoo, Michigam

Dear Mr. Weissert:

In my estimation the State of Michigan would be very fortunate if it were able to secure Mr. Jay Monaghan for the pesition of Secretary and Editor for the Michigan Historical Commission. As I wrote you before, Mr. Monaghan has established a reputation for himself both as editor for the Illinois State Historical Library and for several books on Lincoln which have received unusually favorable reviews.

In addition, Mr. Monaghan has a personality which is very pleasing. He is a quiet spoken man but makes a very favorable impression on all who meet him. He is quite witty and Ms bread personal background makes him popular as a speaker. I believe he has also had some radio experience.

As a sample of the things he does, I might mention the way he spent his last vacation. He heard that there was a tribe of Indians living in Alaska who had been enslaved by the Russians. Then they heard that the United States had purchased Alaska and that Abraham Lincoln had decreed that there should be no more slaves in American territory, these Indians set up a series of totem poles using figures of Lincoln in his top hat at the top of the poles. Mr. Monagham visited these Indians and was able to secure one of these totem poles for the State Museum—a gift from one of our civic clubs. Probably only a man of his experience in dealing with people could have secured one of these totem poles.

Mrs. Monaghan who uses her maiden name, Mildred Eversole, professionally, is also an editor. The was assistant to Professor Pease when he was Editor for the Illinois State Eisterical Library and came over here when the editorial office was moved to Springfield. It was while still working as assistant editor that she married Mr. Monaghan. If Mr. Monaghan were to go to Michigan, she of course would give up her job, but would probably be of material assistance to her husband.

Sincerely,

January 5, 1945 [6]

Medigen Historical Comm.

Mr. Charles A. Weissert The Kalamasoo Casette Kalamasoo, Michigan

Bear Mr. Weissert:

You are too late. This morning's paper announces the appointment of Mr. Monaghan as Librarian of the Lilinois State Sisterical Library. We thought that the long delay in appointing him probably meant that somether wish perhaps more political influence was going to get the appointment, and that he would be retained in his present position.

We are very happy that we are going to have him, but are very for you that you have missed such a splandlid person. For the moment I do not think of anyone wise whom I could suggest. Please let me know Now you come out with your appointments.

WARD W BOAM

Bincerely.

Short State State

University of Minnesota The University Library Minneapolis 14

March 19, 1946

Miss Margaret C. Norton State Archivist Springfield, Illinois

Dear Miss Norton:

This letter is written to solicit your aid in locating information concerning grades and salaries for Archivists for our Director of Civil Service Personnel. I am interested in obtaining Civil Service annuncements, with job descriptions and statements of qualifications for various grades of Archivists, both & the Federal and the State level.

I would appreciate a two-week loan of any data you could supply which would be helpful in determining the appropriate grade and salary for an Archivist for a State University.

Sincerely yours,

E. B. Stanford
Assistant Univ. Librarian

March 23, 1946

AND THE STATE OF T

No. Magard Modelarbore Resistant Derforstby Librarian Delvered to of Historica The University Library Ninneapolie 14. Ninneagle

Dear Mr. Stanford;

and the same

Anglosed is a copy of the Civil Service reguifectable for Archivist, Dogument Archivist and Discaldiar (Assistant Archivist), and Field Field's for Archives, for the Illinois State Library.

We do not have any eighter data for any other ...

Yory healy years.

RECEIPERT OF STATE AND STATE DEPENDED

Signed by . Releas H. Rogers Assistant State Librarian

nes i lb

ILLINOIS STATE CIVIL SERVICE COMMISSION

- ARCHIVIST (State Library). SALARY RANGE: \$250 to \$300 per month. MINIMUM AGR: 20.
- DEFINITION: Under general supervision but with responsibility for securing results in particular divisions of the archives to perform general or specialized archival work of a technical nature in the State Library.
- EXAMPLES OF WORK PERFORMED: To direct the acquisition of ambival material; to direct preparation and filing of materials deposited in archives; to supervise the compilation of inventories, guides, catalogs, calendars and indexes to facilitate the use of archival material; to premote the preservation and care of archival material throughout the State; to make reporte as required; and to perform other related werk as directed.
- WINIMUM QUALIFICATIONS: (a) Master's degree from a recognised celluge or university in one of the social sciences (history, political science, political economy or speciology) and five years' experience in an archival institution or in the nanuscript department of a research library; or (b) The degree of doctor of philosophy in the secial sciences enumerated above and three years of experience in the foregoing terms of reference; or (a) Graduation from a recognized college or university, majoring in one of the social sciences enumerated above plus six years experience in an archival institution or in the nanuscript department of a research library.

Thorough knowledge of medera accepted archival methods, standards, and practices; of electrication plans, catalogs, calendars, and indexes, and other archival material.

Familiarity with at least two foreign languages desirable; ability to supervise; ability to meet the public; ability to write and edit publications of the archives.

Agreeable personality, tast, courtesy, good judgment, initiative, resourcefulness, thereughness; personality suitable to represent the State favorably before the general public:

Sout physical condition and no disabling defeate.

SUBJECTS AND VEIGHTS: Training and Experience, 5; Other Rests, 5.
Applicants may be required to page an eral equalitation before sertification.

Mississippi Palley Historical

Association

PRESIDENT
HERBERT A. KELLAR
MC CORNICK HISTORICAL ASS'N
679 RUSH ST.
CHICAGO, ILLINOIS

OFFICE OF THE SECRETARY-TREASURER

SECRETARY-TREASURER
MRS. CLARENCE S. PAINE
STATION B
LINCOLN 2, NEBRASKA

Argust 5,1946

Miss Margaret C. Norton Managing Editor, The American Archivist Archives Department Illinois State Library Springfield, Illinois

Dear Margaret:

Your good wishes sent to me on my election as President of the Mississippi Valley Historical Association are much appreciated. It is an interesting responsibility.

Your letter nearly crossed one of my own to you in which I wish to tell you how pleased I am with the American Archivist since you have taken over as Editor. The changes which you have made I approve of heartily. I think now the members of the SAA will at last obtain the type of publication they desire to sponser. I do not know whether there is anything I can do to aid you with the magazine but if there is please call on me.

Looking forward to seeing you in Washington in the fall,

Sincerely,

Hubert.

Herbert A. Kellar

HAK:L

1105 South Second Street Springfield, Illinois May 17, 1945

Mr. Karl L. Trever The Wational Archives Washington 25, D. C.

Dear Kr. Trevert

It was only today that I had an opportunity to read your article in the March let issue of Library Journal; that is, the article and titled "Local Archives and the Public Library".

Just for the fun of the thing I have compiled some data on Illinois which will tell the sad story as to why your suggestion which bounds so good is not the solution for us. I have listed the counties, these which have a population under 25,000, the date they were established, the number of volumes in the public library at the county soat, and remarks which may anguant other avenues of appreciate to the problem:

In explanation I might say that there were two waves of immigration into Illimeis. Aside from the French settlers who had largely
left the state by 1800 the earliest settlers were shiefly from the
southern states and shared Illinois via Shawnestown on the Ohio River.
Because there was no timber on the prairies and the sod was so thick
that their plows would not break it, the rich prairie lands of the
central and northern districts of the state were not settled until
after 1830. The speed wave of immigrants came from the New England
states and included many of foreign uncestry. This way of immigration began with the construction of the Illinois and Michigan Genal
in the late 1830 s. After the bruiries were opened to immigration
and people realised how rich the goll was, the progressive population
largely left countern Illinois: Of late years the oil boos has somewhat checked and reversed the stream.

However, You will notice that in most cases our parlices doubties which presumably are richest in historical source meterial are now thinly populated and rather poverty stricken. You will notice that several of the counties, including Callatin County one of our Marterically most important early counties, has no library at a li. You will notice that very few of these eld counties have public libraries which more of any size. While the number of volumes reported (1945) alone not necessarily indicate the quality of the library, it is militally a library having less than 10,000 volumes is any to have a librarian who would have either the interest or the background to declared work.

A TOTAL

Law and thought your your take him as yours. The said factor has been present the said factor for the said factor factor for the said factor facto

Classrely.

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Bee.

Mational Mehives

Springfield, Illinois October 11, 1946

Mr. Karl L. Trever The National Archives Washington 25, D. G.

Dear Mr. Trever:

Recently I have not given such thought to the training course for archivists, but I have been looking forward keenly to hearing your discussion. I do have a few comments to make, however, which I hope may be suggestive to you.

1. We still have not impressed potential archivist with the idea that archivists are not primarily writers of history. Certainly the course given at the American University would seem to make it clear that records administration is an administrative function of government. and that the primary objective of the archivist is to arrange, describe, and index his materials in such a manner that they are readily accessible to any person having occasion to consult them. As you know we have been without an assistant archivist here since February, and our civil service examination of last April did not produce a candidate who was available. In interviewing applicants Miss Rogers and I try to stooms the fact that there is a great deal of sonotonous routine involved is preparing the records, and that we are not writing history; in fact that most of our records which have implications for the historian have already been exploited, and that it is our duty to help historians who may wish to use the records rather than to write the history ourselves. A glase comes over the eyes of the candidate as soon as he discovers that he is not going to be subsidized to sit down at a deak, and write history books which will get him before the public eye. What we need in the archival field is not so much Ph.D.'s in history as it is training in methods of research. Sotually one of the very best staff members which I have ever had held a German Ph.D. is in agriculture. He knew almost nothing about history, but he had the research approach to problems, and did a splendid piece of work in calendaring and indexing our early French

- they get, about the physical characteristics of record materials, the history of paper making, then ature of paper, ink, and other materials, methods of binding and bluding materials ato. All of this information should be a background to the repairing of manuscripts.
- 5. The student should have a course in the use of printed government documents especially laws. I would say that he would need practically the same source that is given in library especial.
- 4. The stadent should be given once wratical instructions in publication procedures. Bertha 5. Josephon is just finishing a book which she has planned as a text book in the writing of historidal books and articles, (b) seeing a book through the press, and in the work of an historidal editor (that is of a review, etc.). Most graduate students get, of course, practical training in the writing of history, but more of the graduate schools, that I know anything about, gives them instructions in the matter of editorial week.
- 5. More time should be given to the actual techniques of making various types of reference tools including instructions in filing as well as in analysis of needs in preliminary surveys.
- 6. The courses given at the American University would seem to be adequate for a person who was going to work in a purely grobival establishment. They do not, however, meet the needs of the average state archival institution, which usually has also to not as the onief historical agency of the state. In other words, a source in historical acciety work similar to the one given by the late Alexander Wall, at Octobia, on historical society should be included in the curriculum.

These are the chief essments I have to make at present. I shall very likely be stimulated to further deaments during the diseassion period.

Binderely.

NATIONAL MICROFILM ASSOCIATION

303 LEXINGTON AVENUE • SUITE 208-A

NEW YORK 16, NEW YORK

MUrray Hill 6-4782

March 27th, 1946

Miss Margaret C. Norton Illinois State Library 1105 South Second St. Springfield, Illinois

Dear Miss Norton:

I acknowledge with thanks receipt of your letter dated March 19th enclosing application for affiliate membership and your check in the sum of \$5.00. Your membership will appear in our March bulletin and your membership certificate will go forward to you during April.

I am enclosing herewith copy of the last two bulletins published by the Association and I believe you have received all previous bulletins other than these two. If, however, you will let me know which are missing, I will endeavor to send you some replacement copies although, frankly, the supply is very limited.

With reference to reprinting some of the information in the bulletins, you may feel free to reprint anything which appears under the heading of "Microfilm in the News" without asking permission. Most of the other information in the bulletins may also be reproduced but I think it would be wise for you to advise me in advance which articles you intend to us just in case it may be something that is not intended for general publication, such instances will be extremely rare.

With kindest regards,

Sincerely yours,

NATIONAL MICROFILM ASSOCIATION

Wilfred L Raighton

Segretary

WLK:JM

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JOSEPH L. EGAN, PRESIDENT

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LLINOIS STATE LIBRARY

1105 SOUTH SECOND ST SPRINGRIELD ILL.

MUST KNOW BEFORE NOON THURSDAY SEPTEMBER 5TH WHETHER OR NOT YOU PLAN TO ATTEND SEPTEMBER 5TH MEETINGS AT NOTEL NEW YORKER MEW YORK WIRE REPLYW

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State of New Jersey DEPARTMENT OF EDUCATION

ETATE HOUSE ANNEX TRENTON 7

DIVISION OF THE STATE LIBRARY, ARCHIVES AND HISTORY

ARCHIVES AND HISTORY

July 15, 1946.

Miss Margaret C. Norton, Archivist, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

I have just returned from a very interesting and helpful four weeks where, together with some thirteen others, I participated in the Archives Institute offered by The American University and The National Archives under Dr. Posner. I cannot say too much in praise of the opportunity thus offered us. Your name and achievements were highly mentioned on several occasions. It was a gratifying tribute.

I have a note reminding me to write you and ask to be placed on your regular mailing list for Illinois Libraries. From time to time I have asked for random copies, but would like to be a regular recipient. Particular reference was made in Washington to the January and February issues, and to the May issue. I recall your writing not so many months ago stating that the January and February issues were slightly delayed, but that they would be sent me soon. By inadvertence, these were never forwarded. I believe they dealt with microfilm equipment.

I have just seen the July copy of <u>The American Archivist</u> and even a casual glance through it reveals a more lively tone. I understand that you intend to run articles dealing with the more practical aspects of the work; that is very much to be desired.

My best wishes for a very successful editorship.

Sincerely,

Sidney Goldmann

Head

July 22, 1946

Mr. Sidney Coldmann, Head Division of the State Library, Archives & History State Dept. of Minesties State Nouse Labor Treaton 7, New Jorsey

Dear Mr. Coldmann:

Copies of <u>llinois Libraries</u> beginning with January 1945 and being forwarded to you under beparate cover, and your make is being added to the mailing list for <u>Illinois Libraries</u>. I as very sorry that your request for a copy of the <u>Illinois Libraries</u> dontaining the articles on Shotography for State Secords were not forwarded to you. I enclose a reprint.

I am glad you were able to attend the Archives Institute. I know from what people who took the course last year told sethet it is very practical. I hope that you will find it possible to contribute to The American Archivist either by articles, long or short, or by questions which can be published. The only way the American Archivist can justify its existence is to make itself practical, and the only way it can be made practical is through the cooperation of all the numbers of the Society.

We have been looking forward to having you get out to ope us before this time. You know you will always be welcome,

Sincerely,

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Ja+ L.



State of New Jersen

DEPARTMENT OF EDUCATION

STATE HOUSE ANNEX

DIVISION OF THE STATE LIBRARY. ARCHIVES AND HISTORY

TRENTON 7

July 24, 1946

ARCHIVES AND HISTORY BURYAU

Miss Margaret C. Norton. Managing Editor, The American Archivist, Archives Department, Illinois State Library, Springfield, Ill.

Dear Miss Morton:

Many thanks for sending along the reprint of your articles on "Fhotography for State Records." I shall read it at home this evening.

I very much appreciate your having added my name to the list of those who will receive Illinois Libraries regularly. I have found your articles of great practical interests.

Should a subject come along which warrants a brief article in The American Archivist, I shall try my hand and my luck in sending you a contribution.

Thank you for your renewed invitation to visit the Illinois Archives Department. I have not forgotten your gracious welcome extended at the Harrisburg meeting and shall take advantage of it the first time I get west of Pittsburg.

Sincerely yours.

Sidney Goldmann

Heed

SG/MRI

North Carolina

State Department of Archives and History

J. ALAN DUNN, SALISBURY
MES. EDORGE MONBELL, FAVETTEVILLE
CLARENCE W. GRIFFIN, POREST CIVY
R. D. W. CONNON, GNAPEL HILL
W. T. LARADE, BURNAY
RESTRUDE S. CARRAWAY, NEW BERN
MRS. P. P. PATTON, HENGERSONVILLE

RALEIGH

R. D. W. CONNOR, CHAIRMAN CHRISTOPHER CRITTENDEN, SECRETARY

March 26, 1946

Miss Margaret C. Merton Head Archivist Illinois State Library Springfield, Illinois

Dear Miss Mertons

At the present time our Department has no comprehensive set-up of salary classifications, and we are seeking to have such classifications provided by the State Budget Bureau. In this commection, it will be helpful if you can give us a list of the classifications of your various employees, together with the salary brackets provided for each position.

Appreciating your assistance in this matter,

I am

Yours simoerely,

Christopher Cristendem Director

Other de de de de

April 3, 1946

Dr. Christopher Grittenden, Secretary State Department of Archives & History Exleigh, Morth Caroline

Bear Doctor Crittenitour

It is not practicable to differentiate between the salaries of the Archives Department staff and those of the Illinois facts Library, since some of the Archives staff are carries under one of the Library plannifications. Here Norton took not know the salaries of all of the library of through the Assistance of through the Assistance of the State Library.

The positions starred on the emelosed list med specifically archivel positions. It should be noted that the Becoment Archivist & Classifier would more preparly be called the Assistant Archivist. Local conditions called for this title at the time the position was set up.

Formally the Archives staff comprises eight persons bestive the Archivist and exclusive of building ductodial personnel which as matches, elevator operators, and jaultors. The Archival Mataloger holds one of the positions listed as Library Cataloger. Miss Norton does not know which.

It should also be noted that the State of Illinois has a very literal pension plan for employees and their immediate families. Five persons of the salary is deducted for the employee's contribution because this pension.

Yours very bouly,

SUGRETARY OF SPACE AND STATE LIBRARIAN

Mighed by -Melike H. Rogers Addiotent State Librarian

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1946 APPROPRIATIONS

ILLINOIS STATE LIBRARY

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NORTHWESTERN UNIVERSITY

COMMITTEE ON ARCHIVES AND HISTORY
CHARLES DEERING LIBRARY
EVANSTON. ILLINOIS

May 8, 1946

Miss Margaret C. Norton Illinois State Archives Springfield, Illinois

Dear Miss Norton:

I am sending you, under separate cover, a copy of the publication by Theodore Jones on the New York University Collection, of which I spoke. I am also sending an article published in our alumni News in 1942, and our last annual report. If you still think you would like to have a contribution from us for the Illinois Libraries we shall be glad to send it to you, if you will give us the necessary information.

A copy of J.A. James- "Scientific Exploration of Russian American and the Purchase of Alaska," 1942, is in the Illinois State Library. The first twelve pages deal especially with local history, and are of course of great interest to us. The book has been a very real contribution to this phase of our national history. Stefansson, the explorer, and the Governor of Alaska have added it to their collections with keen interest. It has gone also to a number of federal agencies. There are only a very few copies available now. We hope it will be reprinted.

After reading and hearing about you for years, it was a very real pleasure to meet you.

Sincerely yours,

Archives Librarian

Florence P. Lewart

()a.1.

May 11, 1946

Life Parties I. Storm?
Life Indian I. Storm?

Dear Mice Stevert+

for far I have not received your article in your Althon News for 1842 nor the article by Theodore follows an the New York Delverolly Calledian Newsons, I am may your definitions that we do want you be write an article for Illinois Mymyles descriptive at your work.

I se story that you did not got best to that last set for the tar that is a take you through our ballding. I shall you would not set a last set I was gained for man of the set and I have set at the secting field states here are long, so allow at the littless before y description meeting this fall.

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Archivies

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Other arch & Sit.

May 18, 1946

Miss Florence R. Stewart, Curator University Archives Morthwester University Library Evanston, Illinois

Dear Miss Stewarts

The parphlets which you have sent have come and I am reading them with a great deal of interest. I agree with you that Mr. Jones' article is especially good. Since this has the Borthwestern University stamp, I assume you are wanting it returned. If so, please let me know so I can have it photostated for our own use.

In the paper which I would like to have you write for Illinois Libraries I would like to have you etress certain points -- what to cellect, how you classify, catalog and index them, something about subject headings which you have found valuable, how you exhibit the material, examples of the use made of the material collected and particularly how you are handling periodicals sponsored or published by the University, theses, records of research projects particularly war projects sponsored by the University. It would also be interesting I think to have you discuss briefly how you handle correspondence and allied materials. Is there a central file or does each department handle its own records? If each department is more or less automonous in this matter, how suggessful have you been in getting their records into the University Archives? Of course, I am not dictating what you are to say, but threw these out for suggestions for topics which from time to time have been discussed with us by other people struggling with the same problems. In other words, we are interested in your University Archives as archives rather than from the point of view of the alumni who is interested in the subject matter included.

It is very fine of you to be willing to write this article for us, and I am euro Miss Rogers will agree with me that it is something very much worthwhile.

Singerely.

Archiviet

NORTHWESTERN UNIVERSITY EVANSTON, ILLINOIS

THE CHARLES DEERING LIBRARY

July 24, 1946

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

My most profuse apologies for the long delay in answering your letter of May 18. First of all I gave your letter to Dr. James to read, knowing it would interest him. He took it home with some other material, and failed to return it. Finally I got around to asking him for it, and then became very much involved with Commencement and special exhibits, a complete archives moving project, a new student assistant, and the annual report.

I shall be away on vacation in August. You have not mentioned when you would like to have an article, but it could not be forthcoming until later on in the fall now.

I am most grateful for your suggestions, and if and when the provide is written, shall keep them constantly in mind. However, you realize that we are still "struggling" in the organization of this material, and I have many misgivings about producing anything worthwhile for other librarians to read. I have never been able to give full time to the archives proper. The collection is usable, and that is what Dr. James is most interested in for the prepration of these histories, at the present time. This kind of a set-up has also proven of great value to the reference and circulation departments, for it takes all questions regarding the University off their hands.

We shall appreciate it if the materials which we sent you can be returned.

Sincerely yours,

Florence R. Slewait

University Archives

America 8 . 1946

Hiss Florence R. Stewart University Archives The Charles Swering Library Korthwestern University Weakston, Frinces

Donr Mine Stevertt

The materials an University Archives which you as kindly leased us were mailed to you several days ago.

To will be glad to receive your article at your marlions convenience but will not set a deadline on it. The place that you was still allemanting in the granden-film of this adversal will bet prevent your article from being valuable. Next Illinois solleges and universities do not seem to have made even as much progress as you have. Of you one can write a more practical and halpfalt aniggle, then one is wifell alone to the problems involved.

In maplying please white directly to Miss Margaret.

J. Wergon, Archivist, who has, as you will note by the initials, dictated this letter.

Very traly yours,

SUCREPART OF STATE AND STATE LIBRARIAN

Andrew Towns of the Contraction

FROM THE HOUSE OF



Columbus, Ohio May 6, 1946

Dear Miss Norton:

I am very happy to hear from you end to learn that you are the editor-elect of the American Archivist. The good fortune is all on the part of the Society in securing you as editor. Without being too pessimistic I can offer you sympethy and my good wishes and extend to you my sincere offer to assist in any way I may be able to at any time you feel the urge to call upon me. I believe you have reason to know that my promises are not empty ones and if you should need me for any editorial smarls please to not hesitate to let me know. I shall reasond to the best of my ability with no axes to grind.

As for the minutes and other material concerning the November meeting, all I had along with a bulky file of correspondence in connection with the preparation of the program was sent to Dr. Cappon as soon as I completed my report for the <u>American Archivist</u>. What ever there was should now be in the possession of Dr. Cappon. It was sent to him the latter part of December, 1945. My report has been at Dr. Pease's office since that date and will, I presume, be in print soon. I have not seen proof on it though I have asked for same. I was told I would receive 25 reprints of same.

As for my personal activities you are the only one of my professional acquaintances to express a real interest in the reasons behind my leave. They are several and of a complicated nature. Because my brother spent the entire winter in the South I found it expedient to enter his business and the burden of remodelling a piece of property I own and this has stretched into an inter inably long interval and is costing a frightful sum (moral: to build is to be robbed, as Samuel Johnson said long ago). γ_n top of all this the doctor warned us that mother is suffering from arterio-sclerosis and must have every care and comfort and not be told her consition. These three reasons compèlled me to leave the profession and become a novice in the business world, a dradge in the household, and a harrassed remoder of a house.

On top of everything else things at the Society could not possibly be going worse than they are right now. It is exactly the sort of situation that exists here that an established training with standards and requirements would prevent. It is probably too late to do any good here but with the way appointments were made by our eminent president and the attitude toward the idea by a certain few I am afraid the whole plan has been sabotaged and since I sought no personal gain but only the advancement of the profession, these actions hurt all the more. Putting it mildly I am thoroughly disgusted with the crass selfishmess and greed in professional life and find little satisfaction in the tension and uncertainties of the commercial side. Someday, if mother's condition warrants my attending another convention I shall expound at greater leagth and with more particulars.

Meanwhile, all I can say is that I am at present as disillusioned and disappointed as any G.I. who has just returned to the problems of citilian life. No, I am not able to take any vacations. In fact, I am more in debt right now than I ever was while on salary. There was no other way out, however, so I am trying to make the best of it.

When I shall return to professional life, I do not know (and this is strictly off the record). My professional interests have not waned, however, and I am ready to review books or do any other chores you may have hanging around.

I hope your mother is well and everything goes splendidly with you.

Sincerely,

Bertha E. Josephson

721 E. Broad St., Columbus 5, Ohio

P.S. Sometime in Jule or July at the latest I hope to have a new address, \$10-Seventeenth Ave.

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Oa12.

June 11, 1946.

Since Sorther 1. Speephead TRA Burk Squad Finest Chimetes & Chic

Law Mics Josephson!

Forker Lindley once said of you that your develor to your family was one of the finest things about you and at the same time your greatest professional handless. However, there seems to be mothing elect that you han do right now but to go into the business world. I hope that will not mean that we shall not be desired you at professional meetings.

Your leaving the Ohio Specify at this time is a graph lass because you had actually started base fine text and had said to convenient progress. Impler landley, I suppose, is about topol to go, and there will probably he a period of diarrection there while she per man, stranger to my be in gottles started.

for the may you come to my repose about the process last full

Singerely.

-

1105 South Second Street Springfield, Illinois June 11, 1946

Dr. Harlow Lindley
Ohio State Archaeological &
Historical Society
Ohio State Museum
Columbus, Ohio

Dear Doctor Lindley:

Are you still planning to retire on July 1st? If so, I hope that will not mean that you will drop your interest in historical and archival matters. I am sure you will not less contact with your "Four Stars".

I have not heard whether your successor has been appointed, but I certainly wish for him more happiness than I know you have had at Columbus. It is unfortunate that such a fine state as Ohie has handicepped its prefessional people by failing to see the necessity for adequate appropriations. These of us from the other four states in the Old Northwest Territory feel quite strongly that Ohis ones to us as well as to herself adequate care of her early territorial records. I hope a strong man can be appointed whose advice will be listened to and agted upon.

I know that it was a blow to you to less Bertha Jesephson just now when you need her so much. She writes me that family affairs had made it necessary for her to take an extended leave of absence.

You know I think how much your encouragement and many years of friendship have meant to me personally.

Sincerely,

men:lk

announces that

DAVID CUSHING DUNIWAY

Oregon State Archivist, assumed duties, January 5, 1946

Mr. Duniway will inaugurate the State Archives of Oregon under a biennial appropriation of \$15,000 made by the 1945 Legislature.

His academic training includes: A B. with Honors in History, Carleton College, Minnesota, 1933, M.A. in Hise E. Uroversity of California, 1934, Tabiary Certificate, University of California, 1937, and advanced study in history, and bibliography at the University of California, 1933, 36, 1910 (1).

His professional experience includes: association with the National Archives, Washington, D. C., 1932–1915, where he held positions successively as Junior Classifier in the Division of Classification Linuor Archivest in the Division of Independent Agencies Archives, Assistant Reference Supervisor in the Division of Reference, Associate Archivest in the Division of Commerce Department Archives, and February for the Office of Records Approach, Latinoned in San Francisco, California, Mr. Dunnwas was looned by the National Archives as a consultant in records administration to the Office of Scientific Research and Development and to the Technical Division of the National Housing Agency, and as Regood Historius for the Paierte West Coast to the Office of Price Administration. He also has served as Secretar, and Tir soft for the American Association for State and Local History, 1940-15, and has contributed articles and reviews to Instruct publications.

February 13, 1946

Dr. David C. Duniway Oregon State Archivist The Oregon State Library Salem, Oregon

Dear Doctor Duniway:

Please accept my heartiest congratulations on your appointment as State Archivist of Oregon. I knew you were under consideration, but I had not heard who finally was selected. You are one of the younger archivists whom I have been watching with interest and sympathy for some years, and I am happy that this opportunity for constructive work has come to you.

The next year or so you will probably work harder than you have ever worked before or will ever work again. It will probably seem utterly hopeless to get your fellow state officials to see any necessity for what you are doing or to cooperate with you except insofar as they can use you as a medium for destroying records. I have been through all this, and I wish I could give you a picture of my early days here rather than the one you have now of my nice mahogany desk in my beautifully decorated office. Not long ago I met my first assistant. She asked me if I preserved the old black sateen smock which I bought when I first came here. She said that would be a true archive. I used to take off my dress, put on the smock, tie up my hair in towels and go into the waults. I would wait until after everyone else had left the State House so that I could clean up enough to appear in public. Among my early implements was a three-foot length of gas pipe which I kept beside me in case the rats in the basement and attic bothered me. Fortunately I never had to use it. Equally fortunately, I sm not a normal woman in that rate and mice do not frighten me. I usually was surrounded by a ring of them watching to see what I was going to tear up next. The work was hard, but I gained twenty pounds the first year, and certainly never again will live as fully as I did in those first few years of struggle. I had no appropriation the first two years except for my own salary, having to beg even paper and pencils from friends in the State House. You have a feer appropriation with which to start. Personally, I would rather start out as a one-man affair as I did than to try to have a staff all at once.

Please pardon these personal reminiscences. My best wishes to

D.C. Duniumy 2-18-46.

you, and please let me know if there is any way in which I can be of help to you.

Please remember me to Miss Stephens, the State Librarian, when you was her.

Simoorely,

minus 31-

SALEM

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February 19, 1946

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ELEANOR STEPHENS, LIBRARIAN

Miss Margaret C. Norton Illinois State Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you for your kind letter of congratulations and encouragement. If I had not already had experiences with Uncle Sam's dank and dark store rooms, your wonderful account of your first experiences would have made me pause. As it is, my ampetite for dirt is already well whetted, and I'm looking forward to the various places where records are lurking. Tive already had a little experience in selling current record programs to people, and I believe I can sell old record programs as well.

As I see it, my first job is to master inventory the records already in the possession of the State Library. My second will be to study the records law of Oregon and to recommend any necessary changes, and my third will be to inventory the files in the possession of the various departments. I have an efficient assistant or secretary who is quickly becoming a second pair of hands, and I hope to make a good showing in the first year. I will send you samples of the tools and procedures which I develope for your criticism. I deeply appreciate the guidance you gave Miss Stephens in formulating the archives program for Oregon.

Incidently I have received a letter from Mrs. Gambrell in Texas asking about a pamphlet which I also had received, "Cellulose Acetate Sheetings as Used for the Preservation of Permanent Records, A Critical Analysis," by Dr. Joséph Broadman, founder of Broadman Library of the World War and Post-Wardom. Are you familiar with Dr. Broadman's process, and can you tell us whether his criticism's or process has met with any acceptance on the part of archivists?

Daylave. Duriwer man Oregon State Archivist

SALEM

February 26, 1946

Driginal Sent to Mindfigure

Miss Margaret Norton Archives Division Archives Building Springfield, Illinois

Dear Miss Norton:

Miss Caroline Hiatt of the National Archives tells me that she has been recommended to you for a position in your Archives. I have know Miss Hiatt through close association in the Division of the Commerce Department Archives of the National Archives. She has been well trained by Arthur Leavitt and Forest Hold-camper, and her work I understand to be excellent. Personally, the is attractive, has a great deal of wholesome vitality, a good understanding of how the wheels of life go around, and an interest in sculptoring. You would find her therefore instinctively creative and she should be a welcome and a wholesome addition to your staff. I am sure that your own breadth of experience and character will appeal to her and I only wish that I could interest her in really coming west to work for me.

Yours sincerely,

s/ David C. Duniway

David C. Duniway Oregon State Archivist

DE, 2.

February 27, 1946

Dr. David C. Duniway Oregon State Archivist Oregon State Library Salem, Oregon

Dear Doctor Duniway:

In your letter of February 19th to Miss Margaret Morton you ask about Doctor Broadman's process of repairing manuscripts. This process is an adaptation of the old process of laminating documents between sheets of Japanese tissue paper, first used for newspapers. From the samples we have seen, the adhesive is apparently paste. The process is not adaptable for manuscripts, because it decidedly obscures the writing; also, the work has to be sent to Doctor Broadman's laborabory, which it is of source impossible to do with archives.

The points which Doctor Broadman has raised about the permanence of cellulose acetate involved problems which have made us hesitant to adopt the laminating process. In other words, if experience shows that the cellulose acetate does not hold up, the document on which it is used is ruined.

Doctor Broadman has also published a pamphlet on microfilm in which he attacks the National Bureau of Standards for claiming that cellulose acetate is a permanent substance. We wanted to debate that subject at the last meeting of the Society of American Archivists, but it was considered too controversials subject. Although Doctor Broadman's writings are perhaps fanatical in tone, he has raised points that no archivist can afford to ignore. Probably the cellulose acetate will prove safe, but we at the Illinois State Library are letting other people experiment with their records first.

Yours very truly,

SECRETARY OF STATE AND STATE LIBRARIAN

Signed by -Helene H. Rogers Assistant State Librarian

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ELEANOR STEPHENS, LIBRARIAN

March 4, 1946

Miss Margaret C. Norten, Archivist Illineis State Library Springfield, Illinois

Dear Miss Norton:

Thank you for the letter signed by Miss "odgers for Mr. Berrett reporting upon your reaction to Mr. Broadman and his process, and commenting upon the significance of the gentelman's work. I have had very full letters from Mr. De Valinger and from Mrs Cambrell, and I am now satisfied that his main contribution is his questioning of the claims for permanence of cellusose acetate for microfilms and for lamination. De Valinger feels that the latest attack is not soundly based. He too wanted a discussion of the matter at the meeting of the Society of American Archivists. Personally I feel that the mere controversial a subject the page it needs to be discussed, and I hope you can overcome the objects Missed last year.

Having worked for Uncle am, I understand the problems facing a person like yourself such as signature, and I will continue that to look for the "men". Incidently I didn't complete my Ph.D.

Yours sines raly,

David C. Duni way

Oregon State Archivist

04+2

March 6. 1946

Dr. David C. Duniway, State Archivist Oregon State Library Salem, Oregon

Dear Doctor Duniway:

Thank you for your letter to Wiss Norton recommending Niss Caroline Hists of the Matienal Archives. This letter has been referred to Miss Relene M. Rogers, Assistant State Librarian, who takes care of all personnel matters.

The positions at present open in the Archives
Department of the Illinois State Library are that
of Field Vinitor for Archives (prebably ealy a man
would be considered) and Document Archivist and Classifier (the Assistant Archivist). Civil Service
Examinations have been called for these two positions
and application should be filed with the State Civil
Service Commission prior to April 1st.

Yerr bruly yours,

SECRETARY OF STATE AND STATE LIBRARIAN

Signed by -Helene H. Ragers Assistant State Librarian

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ELEANOR STEPHENS, LIBRARIAN

March 22, 1946

Miss Margaret Norton Archivist Archives Building Springfield, Ill.

Dear Miss Norton:

Enclosed is a copy of a letter I have received from the National Bureau of Standards, which enswers that portion of Dr. Broadman's attack on cellulose ascetate dealing with inferior papers. It may be of interest to you and supplement the letters which you have kindly sent me. Meanwhile, I find that this state is faced with the possibility of considering a law at the next legislative session authorizing the use of microphotography by public officials for record purposes and the destruction of records so filmed. I would appreciate any comments which you have to make upon a law of this character, its effectiveness, and your own experiences.

Yours sincerely,

David C. Duniway Oregon State Archivist

Enclosure:

U. S. DEPARTMENT OF COMMERCE

Mational Buresu of Standards

HASHINGTON

Mr. David C. Danimay Oregon State Archivist, Oregon State Library, Salem, Oregon,

> Subject: Callulose Acetate Sheetings for the Lamination of Moruments

Bear Mr. Deniway:

I am replying to your inquiry of February 19 on the above, addressed to our Br. G. M. Kline, as our investigation of the subject was made under my direction. I believe that the information given in our Miscellaneous Publication Mice, reporting the results of our investigation, is sufficient to justify the conclusions given in the publication that collulese acctate sheeting, if of the quality of the sheetings tested in the investigative work, is very stable and does not impair the stability of papers to which it is affixed.

The acetate sheeting does not improve the chemical stability of papers, and therefore tests of news papers laminated with it would not yield information that would assist in estimating the probable increase in the service life of the newspapers. However, because of the stability of the sheeting and its high strength, it should add materially to the service life of laminated newspapers.

Very truly yours.

/s/ B.W. Scribner, Chief, /t/ B.W. Scribner. Paper Section.

Other Bek + Feb.

March 29, 1946

Dr. David C. Duniway Oregon State Archivist Oregon State Library Salem, Oregon

Dear Doctor Duniway:

Thank you for the copy of the letter from the Mational Bureau of Standards concerning Dr. Broadman's attack on cellulose acetate. We still feel that there may be some question of a chemical reaction between the cellulose acetate and the paper. You may recall that some years ago the German archivists experimented with the same substance applied with acetone, and that after a few years the papers turned a dark brown. You may also have noticed the advertisements run in recent years by the dry cleaning industry advising their customers not to keep acetate rayons in paper laundry bags because of a chemical reaction which affects the dyestuff. Any woman could tell you of experiences with black or blue acetate rayond turning a pinkish red as a result of that very thing. When I raised that question with Mr. Barrow he said that this chemical reaction was caused by the sulphur in the cheap paper used by the cleaners. He said that before laminating all papers should be neutralised by immersion in the faith which he recommended in the American Archivist a couple of years ago. There is still a question in my mind as to the long range effectiveness of lamination. Probably nothing but time will answer these questions. We do know that microfilm becomes brittle if exposed to too warm or too dry a storage space. Will not this brittleness eventually hit our laminated documents? It is most unfortunate that in the early days of lamination the question of permanence should be mudded by a controvery which makes the proponents too much on the defensive and brands the one person who tries to point out difficulties as a mere fanatic. Unquestionably Dr. Broadman has let his emotions get away with him, but Erstill think he has raised a point which should not be dismissed as it has been with a more wave of the hand.

We are enclosing sopies of our Illinois microfilm laws. It should be noted that these laws were not sponsored by the Archives Department but were hastily amended in committee to take out some of the objectionable features of the bills as introduced. If we can find copies, we will send you some <u>Illinois Libraries</u> articles which have dealt with various phases of the application of micro-

Dr. Dank toy

photography to record work. The Oregon State Library is prebably on the halling list to receive copies of Illinois Libraries. If act, and box vish to be put on the list, we will be glad to may that you get copies.

Very truly yours,

SECREPARY OF SPACE AND SPACE LIBRARIAS.

Signed by -Solene H. Rogers Assistant State Librarian

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ELEANOR STEPHENS, LIBRARIAN

April 6, 1946

Miss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you very much for Mr. Barrett's letter of March 29th, explaining the problem of the chemical properties of cellulose acetate. I also appreciate receiving copies of the Illinois microfilm laws and the issues of Illinois Libraries which dealt with the application of those laws. The Oregon State Library already had received the latter publication, but I am glad to have for my own use copies which can be given to individuals concerned. I was already somewhat familiar with what you had said, and I hoped that you had come to even more recent conclusions which would be of assistance to us in this state. In particular I would appreciate any cost figures which you would be able to furnish over and above those requested in your article and any comments about the wording of your law Which might be modified for use here.

Yours sincerely,

David C. Duniway Oregon State Archivist

April 5, 1946

Miss Dorothy C. Barck, President
The American association for State and Local History
170 Central bark, West
New York 24, N.Y.

Dear Dorothy:

Miss hines has written me asking for suggestion for the membership of the program committee. I learned from her letter that the annual meeting is to be held in Washington in Bovenber. Knowing that the northern half of the country is from at that time, travel conditions are often ted, and the weather in machington anything but pleasured I protest the date of meeting, and I would like you to bring the problem up at the council meeting, April 7th. Before the war we held our joint meetings with the Archivists in late September of early October, and I would like for the two organizations to return to that custom. Personally, it also seems to me inappropriate that a meeting should be held in the latter part of the year, immediately on top of the usual date for convening legislatures. If a person like myself is instructed to investigate a problem to be presented the legislature in January, the investigation should be completed several months in advance of the session so that recommendations can be considered by other state officers and the political leaders concerned.

Yours sincerely,

David C. Duniway Oregon State Archivist

Copy to Miss Margeret C. Norton.

1105 South Second Street Springfield, Illinois April 15, 1946

Dr. David C. Duniway Oregon State Archivist Oregon State Library Salem, Oregon

Dear Doctor Duniway:

I want to second your suggestion that meetings of the American Association for State and Local History and the Society of American Archivists should be set forward to September or October rather than November as they have been the last two or three years. During the war, and I presume for a year or two to come, the dates of the conventions have been set by open dates in hotel reservations. I enjoy driving to the meetings, especially when they are held in the Bast, and as that involves going over the meuntains, in November it would be too risky. I like to combine it with my vacation in October, if possible. Also, it is difficult for some of us to get away in November for these meetings and again in December for the American Historical Association meeting.

Under separate cover 1 am sending you other available copies of issues of <u>lllinois Libraries</u> dealing with microphotography. I am also adding your name to the list of persons receiving <u>lllinois Libraries</u>, so that you will not have to depend in the future upon the copy in the Oregon State Library.

Another article on microphotography will appear in the March 1945 issue of <u>Illinois Libraries</u>. This was prepared at the suggestion of Miss Hailes of the Alabama Department of Archives & History, who remarked that the discussion on microphotography held at the meeting of the Society of American Archivists was away over her head, because her institution is just starting work with microphotography. She wanted an article that could be handed out to State officials telling about the various available cameras and supplemental equipment and which would explain in fairly simple language what could and could not be done physically. Perhaps this will answer your question.

At present I have no particular suggestions about improvements which could be made to the microfilm laws. Maither can I give you any more exact cost figures.

Sincerely.

Archivist

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ELEANOR STEPHENS, LIBRARIAN

May 16, 1946

Miss margaret C. Norton Archivist Illinois State Archives Illinois State Library Springfield, Illinois

Dear Miss Norton:

It seems that the Archivists are going to meet in late October which is fine. Do you think we had any effect?

I have received the copies of the $\underline{Illinois\ libraries}$ for which thank you very much.

Meanwhile I have begun to plan my budget for the next biennium, and I wonder what expansion of staff you would recommend. I already have in my custody approximately 1400 cubic feet of records which I believe to be enough to warrant the employment of two additional persons to work on arrangement and description. Am I right? It seems to me also that I need someone to help me with my outside surveys, especially if a microfilm law is passed, as seems possible because of the interest of the Secretary of State. Do you think I would be taking on too much too soon? I cannot determine from the published budget of the state of Illinois which employees of the State Library belong to the Archives Division. Could you give me this information as well as any break down of the expenses of the library charged to the Archives Division, if your books give this information? I will probably need such details for comparative purposes in submitting my budget.

Yours sincerely,

David C. Duniway

Oregon State Archivist

Otto auch + Lik.

May 25, 1946

Dr. David C. Duniway State Archivist Oregon State Library Salem, Oregon

Dear Doctor Duniway:

It is impossible to give you a breakdown of the budget of the Illinois State Library as relates to the Archives Department. Just at present we seem to be in a state of transition, with five people off the staff and so far only one replacement. Normally our staff consists of the Archivist (salary \$4,000), Document Archivist & Classifier (salary \$2700), Research Assistant, Cataloger, Field Visitor (\$2,700 and expenses), two photographers at \$2,000 each, one stenographer, and one typist, and a varied number of politically appointed clerks, these last not being under Civil Service. At present we have one clerk who has been with us 11 or 12 years and who is the attendant at our Reference Desk; also a clerk in charge of files. I do not know the salaries of all of these people. Heither can I give you figures on other budgetary items, such as watchmen, elevator operators, janitors and office expenses.

It is hard to recommend what additional staff you should ask for. Do not tie yourself as with permanent people at this time, because you will find that for the present you will need strong right arms; later you will need different qualities in your assistants. To do a successful piece of inventory work two people are needed. It will be preferable that these should be men. You also, we would think, need a stenographer.

At the time Miss Norton started in Illinois there were of course no trained people available. She was able to use clerical help the first few years. Later, however, the position was taken that traditionally all jobs in the Archives were clerical positions and it was very difficult to get the transition from clerical to Civil Service help when the time came to put on professional staff. This has now been taken care of, but we offer it to you as a suggestion of a dangerous practice which you might find it useful to take into consideration when asking for your staff.

Judging from our own experience much of the first work which you will have to do with records in your files will be purely

mochanical; that is, getting papers unfolded, cleaned, and filed away with a minimum of description.

which would be helpful to you.

Tours yeary truly.

SECRETARY OF STATE AND STATE LIBRARIAS

Algorithm - Bellen Librarian

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NELL AVERY UNGER LIBRARIAN OF PORTLAND

> Miss. Margaret C. Horton, Archivist Archives Division Illinois State Library State Archives Building Springfield, Ill.

Dear Miss. Norton:

This fall I expect to be attending the meeting of the Society of American Archivists and the American Association for State and Local History. As my plans are set tentatively I could visit Springfield October 31st, staying over if necessary November 1st and 2nd. I would like to go over your procedures rather carefully, and to discuss especially problems of cleaning and rehabilitation, nicrophotography, records description, and the legal basis of archival activity. I would doubt if in the hurry of the conventions we would be able to see much of each other and I would be pleased if you and your staff could see your way to give me the time.

Yours sincerely,

David C. Duniway State Archivist

DCD: AWM

axox

Springfield, Illinois September 18, 1946

Mr. David C. Duniway State Archivist Oregon State Library Salem, Oregon

Dear Mr. Duniway:

This year I have had to postpone my vacation as long as possible not being able to get away until after the middle of October. The meeting of the Society of American Archivist comes directly in the middle of my vacation, and I do not expect to return to the office wail Hovember 4th. In as much as I have had a very fatiguing summer with much overtime, because of staff shortage and the all summer absence of my reference to room clerk on account of a major operation, I am very tired and do not feel that I can afford physically to sacrifice any of my vacation. Therefore, unless you could arrange to stop over another week coming in Movember 4th, and the days following I am afraid it will not be practicable for you to stop in Springfield at this time. This is a great disappointment to me, as well as to you, because I have been looking forward to such a visit from you and I think it would be mutually beneficial.

You will, of course, be very welcome to stop whether I am here or not. I do not have an assistant Archivist at present, and the only person who has been here long enough to be at all helpful to you is our cataloger who, however, has not had experience in many phases of our work. If you come, and I hope you will come even though I am not here, I will leave material out which I think will be helpful to you.

Unfortunately I will not be here for the week prior to this meeting either, so coming at that time would not

adive our difficulty. Miss Rama Acheffler will be in charge while I am away. Perhaps you might stop on your way to Washington, and them while we are at the secting we can check the topics which you feel you were unable to cover adequately while you were here.

Sincerely yours.

Archivies

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ELEANOR STEPHENS, LIBRARIAN

September 25, 1916

Miss Markaret C. Norton Archives Department Inlinois State Library Springfield, Ill

Dear Miss Morton:

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REX PUTHAM

FREDERICK M. HUNTER

CHANCELLOR OF OREGON STATE SYSTEM OF HIGHER EDUCATION NELL AVERY UNGER

LIBRARIAN OF PORTLAND

Thank you so much for your long letter of September 18, 1946 regarding my proposed stop at Springfield. I am sorry that you won't be there. I can understand your need for a vacation. I also need one, but everytime I try to take a little time off, I find that something goes decidedly wrong.

Since you are not going to be in Springfield, and I will be roming east for the annual meetings, I think it would be wiser to visit you on some future trip when you are going to be at home, and I can take full advantage of your experience and knowledge. *** I then burden your staff with questions which you might be able to answer very quickly. I would perfer to wait. Future trips will probably not be as extensive, but I am sure that they will be much more thorough.

I am looking forward to seein you at the annual meeting.

Yours sincerely,

Oregon State Archivist

November 21, 1946

4.40.

Dr. David Duniway, Archivist Oregon State Library Salem, Oregon.

Dour Mr. Duniway:

Rver since my return from Washington I have been trying to get caught up with my Archivist correspondence and particularly to find time and freshness of mind to permit me to send you a detailed critique of your draft for the proposed law. Tenight I am going to sit down and write whatever comes into my head as I read it over. I hope that my caustic comments will not be discouraging to you, and above all that you will not be offended by them. I realize that this is only a working draft not yet thrown into highlistic phraseology nor, perhaps, even checked too closely with existing records laws; it is in effect, I histing of the topics you thank should be considered for inclusion in your law.

Since I last saw you I have ground out another tot-boiler for fillinois Libraries, and I am sending you a copy in advance of publication. It is simed, not so much at archivists, as at "friends of archives" who may be working for the establishment of a new department. "That I say about archival legislation has a bearing upon my attitude towards your proposed bill. I thought you might like to see all of the article.

In your doments upon Mr. Eddy's paper, you remarked that we med a number of elementary studies upon archival theory and practice. I think it might be rather fun to try my hand at something of the sort in Illinois Libraries and would welcome suggestions from you as to what to write about.

Please accept my heartiest best wishes for suggess in your venture.

Sincerely,

RANDOM COMMENTS UPON PROTOSED OFEGON ARCHIVAL LEGISLATION

By Margaret C. Norton.

General Comment:

- You are trying to include too many details in this act. For comments see what I have to say in the article I am enclosing.
- I consider the best rule to follow; define that powers and duties the archives department has what it is to do but do not attempt to define by law the details as to how to do these things what the duties are, but not how they are to be performed.
- It is generally considered good bill drafting to create your department in the first section; fo lowed by an explanation as to the composition or organization of the department, including naming the officer or officers, beard of commission, telling who is to appoint them, their qualifications and term of office. This should be followed by a section defining the objectives of the department; then by sections defining the powers and duties. One thing I don't like about the model law is the paragraph providing that the act shall take effect immediately after passage. Actually, under our Illinois Constitution, it would be necessary to pass the bill by a two thirds majority, since our acts go into effect normally the first of July next after passage. It is local idiom of this sort which calls for expert legal scruting of a projosed bill by your legislative reference bureau or other bill drafting agency. One item usually included in Illinois bills but omitted from the model act, is a clause to the effect that if one part of the act should be declared unconstitutional, that would not affect the validity of other parts of the act.
- Sect.1. It also also quite cust many to start bills, as you propose to do here, with definitions. However, I question the advisability of your trying to give such elaborate definitions as as you are doing here, for reasons stated in my article. It is much better to define such terms as permanent, temporary and confidential records in rules and regulations. For one thing, our concept of those terms is likely to change with years and with types of records under discussion.

I am very dubious about including the definitions you give in paragraphs b, c and d, on general principles and because I am dubious about their legality. There are permanent records which will not be so designated by law or by the administrative officer in charge of them. Don't get yourself out on a limb by having some one your are trying to crack down upon for destruction of a record without authority, being able to put up the plea that this record has never been formally declared a permanent record, and therefore it isn't one. For the same reason, your definition of the term temporary records is so vague that it means nothing, and in fact, I doubt if any wording could be drafted that would cover the term. One thing that came up here was our ruling against accepted for transfer certain bond records which under the law could be destroyed after a period of time, and therefore, under our rules could not come. Actually, the bond records were going to have to be kept for sixty years, and we decided that was long enough to

count as a permanent record for our purposes. In other words. how long is temporary? And as to confidential records, I very much doubt if any administrative agency has the authority, constitutionally, to close public decords for a secific period, unless that right is given them specifically by law. If they do have that right you do not have to have it expressed in the law. In practice, it is occasionally desirable to withhold certain records which legally you cannot. For instance, among the records of our War Council are reports on certain danger points from a sefence angle, together with reports of FBI and the State Fire Marshall as to the practicability of protecting those points. The law does not specify that any of the records of the War Council are to be treated as confidential, and therefore theoretically any foreign agent could demind a cess to these security records. The way we are getting around that is to have them deposited with the restriction that these records are transferred to the archivist with the restriction that they may not be shown without written permission of the Governor, and, as a further safeguard, we are not carrying the records on our public inventories. Our undertanding with the Governor is, that for practical purposes, the archivast shall use her discretion about showing the records of the Council in general, but that; if there is a juostion as to the propriety of showing any record, the inquirier will be given a polite run-around. If the convinces the Governor that he has a tegitmate reason for seeing the records, the Governor will issue an appropriate order on me. If not, I am protected by this restriction in our legal transfer, rand the inquirer can get as tough as he wants to without harm to me. You just cannot write such things into your legislation.

Creation of archives department. I do not find anywhere in your bill a clause creating your archives department, so all you say about what the archivist can do doesn't me in anything, because he is still, to use your own phraseology, merely an item in the State Library appropriation. Quite probably this is included in your present State Library bill, but if so, it should be coordinated with this bill, as perhaps by saying, "The archives department as created under section, of the get regulating the Oregon State approved."

Sect. S. I would omit all of par graph a after the first sentence, in accordance with my tule to state what the powers and duties are, but not to describe how they are to be exercised. I cannot for the moment think of any other advice you would be likely to give, but something else might come up and you would not, because of a too strict limitation of your powers. After all, what you want is power to give advice, isn't it, not to say what the advice will be.

Paragraphs band c don't have any teeth, so I don't see why they need to be included in the law.

Sect.3. I am dubious alout paragraph a. That is pretty broad leeway to let any offical records by microphotgraphy, even in cases where it is desirable to keep the record on paper only. I think you also need a clause such as we have in our county recorder's act (not at hand so I cannot quote) to the effect that any such photographic records must be as permanent as if made on the best rag paper and in ink, and that these photographs shall be so bound or otherwise kept that there is no possibility of substituting mother copy for the official copy.

Sect.3 b all right in essence.

- Sect. oc. Copies not necessarily to be made photographically I can conceive of cases where hand transcription might be desirable-colored maps and plats, for instance. I very much doubt whether you could enferce the requirement that the archivist approve and certify all such copies of worn, damaged or fided documents. I question whether the archivist's certification concerning any copy of a document not under his legal jurisdiction would carry any legal weight. And I rather think other officials would resent your inter osition in the matter. Anyhow, haven't you laws covering this coint on the statuts already? I cannot imagine that there would not be such laws, and any power of the archivist would have to be written into such laws as an amendment. In fact, that is one thing you have to guard against superimposing an archival function where there is an existing law without amending the original law failure to do so would merhaps invalidate your whole law.
- Section 5. I don't think you can amend one law by including the amendment in another law. You will have to amen' your section 1, chapter 317 and in your archive law include a statement to the effect that the archivist shall powers with respect to the destruction of seconds as under charter 317. The same thing is true for section 6. In fact, I think all this through here on dis osal of records is too complicated
- Section 8. I think this whole section could be reduced to oen or two sentences. In trying to be too specific, your effect actually is vague.
- Section 9. I have finally localted the section creating the department. Get that up front somewhere so well knowest know there is such a legally constituted body before you beging telling your will fellow officials what they have to take from you!
- In sulmary, I would may that you are trying to cover too much territory in one act and that quite likely you are tangled up with other existing acts that need coordination with your record act. You have not evered every topic that needs covering if this is to be a basic law on the keeping of public records, but you have included enough of the to make one wonder if this was meant to be a comprehensive records law. I think you need at least two laws one creating the archives department and listing its duties; the second, a law on the proper creation, keeping and disposition of records applicable to all officials alike. An attempt to include everything in one law leads to confusion and emissions.

Well, you asked for it!

For An Act relating to public records, the powers and daties of the state archives, the establishment of depositories, and to amend Chapter 317, Oregon Laws, 1943, and Chapter 120, Oregon Laws, 1945.

BE IT EMACTED BY THE PROPLE OF THE STATE OF UNBOLDED

Section 1. Definitions. (a) The public records of Oregon comprise all written, printed, photographic and other forms of records, including books, papers, letters, documents, maps, plans, films, prints, sound recordings, and other types of records made or received in pursuance of state law or in connection with the transaction of public business by an official or an agency of the state, or by a local governmental official or agency and presented for record purposes.

- (b) Public records of a public agency or a public officer are the records which the agency or the officeial assumulates and preserves during the course of its or his legal existence, those which are preserved by its or his legal successor, or those which are preserved by the state archives a under the Oregon state library as custodian for the state or for a local governmental agency, or those which are preserved by the designated depository of a local governmental agency for that agency, or those which are preserved by the designated the preserved by the designated depository of a local governmental agency for that agency, or those which are preserved by the designated depository of a higher educational institution as custodian for the state.
- (e) Permanent records are public records defined as permanent by law or by the chief administrative officer of each agency with the advice of the Oregon state archivist, and required therefore to be kept for an indefinite period of time for the state of Oregon or for a local governmental agency.

- (d) Temporary records are public records not defined as permanent and required only for a specific period to facilitate the business of government, and to insure temporary rights and privileges of individuals.
- (e) Confidential records are those records not open to the public and so defined by law, or not open to the public for a specific period under an administrative order of the state agency of legal custody approved by the state board of control and filed with the state archives, or under an administrative order of a local agency of legal custody, approved by its governing body, and filed with the county clerk.
- Section 2. (a) The state archives under the Oregon state library is hereby suthorised to give general adgles and assistance on public records problems to the chief administrative officer of an agency or to his representative who is charged with the responsibility for the records of the agency, and to furnish advice to all officials or agencies or to groups of officials or agencies. This authorisation shall include consideration of the permanency and confidential character of records, the form and content of records, the protection and preservation of records from deterioration, mutilation, loss, or destruction, and the appraisal of the adequacy of equipment and materials effecting the creation and the preservation of permanent or temporary records.
- (b) The chief purchasing agent of the state board of centrel is hereby authorized to issue for advisory purposes, lists of products known to conferm to the recommendations of the state archives in appraising the adequage of equipment and materials.
- (e) The shief administrative officer of an agency, or the state archivist, may request the state fire marchal to investigate the adequacy of storage facilities in providing protection to reserts from fire and flood.

- Section 3. (a) Every public office is empowered to use photographic processes at public expense for making or reproducing records in the form of films, photocopies or photographs, and said films, photocopies, or photographs shall be public records and shall have the same force and effect as the originals thereof would have had, and shall be treated as originals for the purpose of admireibility as evidence.
- (b) To insure elser and assurate permanent copies and an adequate record, the state archives is authorised to issue from time to time, statements of photographic standards, and to appraise and approve for agencies using photographic processes the adequacy of the process, the finished record, the containers for storage and preservation, and the provisions for examining and using the same,
- (c) Records so worn, damaged or fuded as to be difficult to reed or preserve, may be photographically copied for any agency at public expense, in such a manner that they will again be readable. Such copying shall be done under the direction of the state archivist at the request of the custodian. Both efficials shall attach to the copy, certifications under the seal of effice when there is such a seal, or under oath when there is no seal, that the copy is a true copy of the original record or record book, reproduced in such a manner as to preserve and increase its readability.
- Section 4. (a) Any copy of any public record including photographic reproduction shall be admissible as evidence in like cases and with like effect as the public record itself, when certified on the film, if necessary, as a true copy by the legal custodian of the public record under the seal of his effice when there is each, or if there is no seal, under his hand with an assessed certificate of the elerk of any court of record that such certification is made by the proper efficient.

(b) Every custodian of public records shall upon demand furnish to any person, certified copies or uncertified copies of public records of a non-confidential character, on payment all advance of feed as prescribed by law for his office, or if there are no fees prescribed by law for his office, at the rate of \$1 for each certification, and at a minimum rate of 75 cents for each order for uncertified copies, and for the costs of duplication for more than one legal sized page.

Section 5. That section 1, chapter 317, Oregon Laws, 1943, be and the same hopeby is amended so as to read as follows:

Section 1. Unless otherwise provided by law, any state officer, department, board or co-mission having in his or its possession papers, letters, documents and records relating to the fiscal affairs of his or its office which are more than five years old and are considered by such officer, depart-- ment, board or commission of no value, may submit a statement or summary thereof to the state beard of control certifying the type and nature of such papers, letters, documents and records. Upon the advice of the state archivist, the state board of control may also authorise is advance the periodic disposal of routine fiscal records, such authorizations being subject at any time to revocation by the board. Upon receipt of the approval of a request, or upon rescipt of an authorization for periodic disposal from cof, the state board of central, the said; a state officer, department, board, or commission shall file the same, and if an approval, tegether with a copy of his or its statement and certificate made to the state board of control, in the permanent files of his or its office, and may thereupon destroy such filed materials; upon the advice of the state archivist, the state board of control may destroy at any time or periodically any such ald and valueless papers, letters, dominants, and resorts relating to the fiscal affairs of its office in its possession, by filing in its permanent files a statement and certificate similar to that made by other officers, boards and commiseions; provided, however, the secretary of state hereby is authorised on er

about April 1 of each year to destroy all vouchers on file in his office representing claims against the state, for the payment of which warrants have been issued more than five years prior to duly 1 of the preceding year and which have been paid.

Section 6. That section 1, chapter 120, Oregon Laws, 1945, be and the same hereby is amended so as to read as follows:

Section 1. Unless otherwise provided by law, any county officer, department, board or county agency having in his or its possession papers, letters, documents, and records relating to the fiscal affairs of his or its office which have no historical value and which are more than 10 years old and are considered by such county officer, board, department or county agency to be of no value, may submit a statement or summary thereof, by and with the advice and assistance of the district atterney, and the state archivist, to the county court of such county, certifying the type and nature of such papers, letters, documents and records. Upon receipt of the approval of the sounty sourt of such sounty, which may include as authorisation in advance for periodic disposal subject to revocation, the said county officer, department, board or county agency shall file the same, together with a copy of his or its statement and certificate made to the county court, in the permanent files of his or its effice, and may thereupen destroy or otherwise dispose of such papers, letters, documents and records. Then the advice of the state archivist, they the bounty courts may destroy may such ald and valualess papers, letters, documents and records relating to the fiscal, affairs of its office in its pessection by filing in the permanent files of such county court a statement and certificate similar to that made by other county officers, boards, departments and county agencies,

- Section 7. (a) Unless otherwise previded by law, the state archivist shall establish procedures and authorise the specific or periodic disposal of non-fiscal records of state agencies deemed to be of no permanent legal, administrative, historical, or other value to the people or to the state of Oregon, periodic authorisations in advance being subject to revocation upon review.
- (b) All public officers of state agencies having by law specific authorizations to destroy certain records, either periodically or after the completion of administrative processes, shall review such authorizations with the state archivist, before destroying any further records, and if it shall appear that in the opinion of the state archivist, records covered by the authorization are worthy of preservation, they may be transferred by the chief administrative officer of the agency to the state archives under the Oregon state library, as omstodian for the state.
- (c) The state archivist may prepare for the guidanceced county courts and other local governmental agencies, schedules or lists of records of temporary value subject to specific or periodic authorizations for disposal, such lists being subject to revocation and medification.
- (d) Records in the custody of the state archives or a depository established in accordance with this ast, deced no longer of value by the state archivist, may be authorised for disposal by the trustees of the state library under their procedures and regulations.
- Section 6. (a) The state archives under the Oregon state library is hereby sutherized to sugetiate for the transfer of and to receive public records from any public agency and it is hereby made the legal custodian for the state of such public reserve as may be barned ever to it by any agency and of such records already in the custody of the Oregon state library.

- Section 8. (a) The state archives under the Oregon state library is hereby authorised to negetiate for the transfer of and to receive public records from any public agency and it is hereby made the legal custodian for the state of such public records as may be turned ever to it by any agency and of such records already in the custody of the Oregon State library.
- (b) The chief administrative officer of any agency may transfer to the state archives such public reserve in his custody as are not needed for the transaction of the business of his office, and if the office is terminated or its functions reduced, he shall transfer to the state archives all the public records of his office except these transferred, with any of his powers and duties, to another agency of Movement.
- (e) Hegative photographic or film copies of records approved by the state archivist may be filed with the state archives by any accept for purposes of insuring the preservation of the record.
- Section 9. (a) The state archives and the powers and duties assigned to it or to the state archivist by the terms of this set shall be administered under the Gregon state library by the trustees of the state library, and the trustees of the state library are hereby so empowered to administer the state archives under the terms of this act and to administer such other duties as may be conferred or imposed by law from time to time, establishing for such purposes necessary procedures and regulations.
- (b) The chief administrative officer of the state archives shall be the state archives use shall have such powers as shall be necessary to perform his duties, including the custody of the scal of the state archives, and the right, in person or through a deputy, of reasonable sesses to and examination of all public records in the state, for the purposes of the administration of this act.

(e) Any local governmental agoncy of the state and any higher educational institution is hereby authorized to establish, with the assistance of the state archivist, a depository for its own records to be administered with the advice of the state archivist under such general rules and regulations as he may adopt, the depository for a local governmental agency serving as the sustedian for that agency, but the depository for a higher educational institution serving as sustedian for the state.

Section 10. This act may be cited as the "Public Records Act."

Section 11. All mote and parts of acts in conflict with this act are
hereby repealed.

Section 12. If any section, sentence, clause or word of this act shall be held to be unconstitutional, the invalidity of such section, sentence, clause or word shall not affect the validity of any other pertian of this act, it being the intent of this legislative assembly to encet the remainder of this act, notwithstanding such part so declared assembliational abundar may be so declared.

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ELEANOR STEPHENS, LIBRARIAN

November 27, 1946

Miss margaret C. Norton, Managing ditor The American Archivist Archives Department Illinois State Dibrary Springfield, Willinois

Dear Miss Aorton:

Thank you so much for your letter of the 21st, with its enclosures. I have taken what you said to heart, and the newest draft of the law deals only with the powers and duties of the archivist. I have then drafted im a zmm2nd law to cover microphotography and the proclaim of records as evidence. I had to start somewhere, and the Model Records Law was the beginning. The trouble is that much of it is covered by existing laws, and my first job is to fill in gaps, and then to modify, once I find out if they work. The "Public Records Act" which I therefore put into your hands, was a scaling down of the Model law, and did not attempt to be all inclusive. The implications of the inclusive law as recommended by the Society of American Archivists imx are much too broad. Your remarks and the article did much therefore to clear the barriers created by Mr. Newsome's work out of my head, and 1 hope that the two short laws that I have drafted are simple enough to do the job. Incidently in this state amendment is done by requoting old laws, and can be included in the text of more general laws. I have decided that my amendments are however out of place, especially those relating to periodic disposition. I will attempt to get an amendment when I can get the ears of the people who sponsored them, which with the idea in mind that the present laws should be broader, and that the archivist should be part of the picture on the books, as well as in practice.

There is a reference to my beginnings in your article, which I appreciate as a sort of recognition. I would like however to ask you to delete the "Dr." I do not have a degree behind me, and doubt if I will ever obtain it. For my purposes in the state government I think it is much better to stop if possible the use of any such title bestowed by innocent bystanders who feel that I might have earned it. I don't want it to be a habit, unlike others whom I know.

Your kindness and help is much appreciated. I'll try to furnish you with ideas about elemental studies as they occur to me. I have yet to write up my remarks on Mr. "ddy's speech, but when I do I may have a brainstorm or two then.

State Archivist



COMMONWEALTH OF PENNSYLVANIA

PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

STATE ARCHIVES EDUCATION BUILDING HARRISBURG

April 25, 1946

Miss Margaret C. Norton Archives Department Illinois State Library Springfield, Illinois

Dear Miss Norton:

It was very interesting to us to see the first half of your discussion of Photography for State Records, as included in the February Number of ILLINOIS LIBRARIES. This copy just reached us, presumably forwared from the Pennsylvania Historical and Museum Commission to which it was addressed. We should very much like to see the second part of your article, and nope that it may be possible for you to send it to us DIRECT, when it appears. We were specially interested in your discussion of the use of micro-film for archival records. Your reaction to that coincides with our own, and we are very glad to have backing in our views.

It is always a pleasure to near of you even in this impersonal way, since the sight of your name immediately calls to our minds the memory of the afternoon you spent with us two years ago, neartening us in our work with your discerning comments on the work we are trying to do.

Very truly yours,

Henry W. Shoemaker

State Archivist

May 2, 1948

Gal. Henry W. Shoemker, Archivist Pennsylvania Historical & Museum

Education Pulleting Herriaburg, Pennsylvania

Dear Col. Shoemaker!

Enclosed is a depy of the second ecotion of my article on Photography for State Records. I have also asked to have your name put on the mailing list to require future dopies of <u>Illinois Libraries</u>. As this is a State publication, there is no charge.

It has been some time since I have heard from you people at Pennsylvania. I never did find out what, if snything, has been done towards reorganising the State Archivge and more particularly towards plans for a new building. Then and if anything materializes, please keep me infermed.

Sincerely,

Archivies

non ilk Nac.



COMMONWEALTH OF PENNSYLVANIA

PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION

STATE ARCHIVES EDUCATION BUILDING HARRISBURG

May 3, 1946

Othe duck of !

Miss Margaret C. Norton: Archivist Illinois State Library Bpringfield, Illinois

Dear Miss Norton:

Unexpectedly, the second copy of Illinois Libraries came to our desk through the Pennsylvania distorical and Museum Commission before this copy came directly to us from you, or at your suggestion. We are very glad to be on the regular mailing list, for the commission may or may not forward this publication to us.

Work on any plans leading to the new building has apparently been laid aside for obscure political reasons, so the file boxes are still piled from one-to-seven-deep on top the steel file cases, and our pardons cases are where you saw tnem last, heaped on top of the cases in the rear room, though we are trying to make a beginning of getting them organized. When we look at the really beautiful buildings already grouped on this hill. we sometimes wonder that such dignity and beauty could come out of the often absurd political tangles bred here, so we hope that the technical needs of the Archives may be fully met when the new building finally materializes, and we shall be most happy to keep you informed . Just now, attention seems centered on upon developing a beautiful court in the space enclosed by this group of buildings, and the Archivist was invited to make suggestions, and spent a happy hour in conference with architect, sculptor, and other men closely associated in the development of plans.

Very sincerely yours,

Henry W Snoemaker State Archivist

| |244 🖎

4111 N. Fourth Sr. Arlington, Va Jan. 21, 1946

Dear Miss Norton,

Nany Hanks for your kind letter of Jan. 14. I am writing you from home, inasmuch as we are swamped with work at the Office and can hardly egge with the mail from neterous who wish to inrol in the Spring term.

I should be very happy to contribute an artible to ten. Sen's new journal. I am very much afraid however that it will be quite impossible for me to do so while I am in my present job. The administrative work is very heavy, and, in addition, there are two classes to least every week. I relation get home before 8 on 9 p.m. and then find my -

self quik uneapable of aslieving anything useful. There is no break between the Winter and Spring lementers, and the latter will be followed immediately by the Summer session of which my archives training course is a part. I don't think there will be a chance to lean back in the chair before August when I shall have my vacations.

Index Kere are unexpected developments

I shall exact to make good use of my vacations to improve my archival mind. I think of a great every through the triddle went to see the country and to visit the most impostant archival and manuscript depositories. I certain of could not want to inconveniouse you in your home. We shall be happy to stay at one of the roles you recommended and to see as much as possible of you and of the Archive department.

self quik uneapable of aslieving anything useful. There is no break between the Winter and Spring lementers, and the latter will be followed immediately by the Summer sersion of which my archives training course is a part. I don't think there will be a chance to lean back in the chair before August when I shall have my vacations.

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It has been very flatforing to know that I was considered for the job of Editor of The American Archivist and I am deeply indebted to all those who felt that I was qualified for the work. I am equally grateful to Dr. Buck for Italing that I could not possibly take on this duty. It is extremely difficult for me to prepare my quanterly lothing apply of articles on Germany for the American Historical Review because there are so many other things to do.

you will find enclosed to, dittoed documents restaining to the second summer training course. Would you kindly glance through them and let me know of any suggestions and criticisms you may have

Kase joins me in sending kindest regards.

Sineurely, Ernet Forner

ORXX.

1105 South Second Street Springfield, Illinois March 6, 1946

Dean Ernst <u>Posner</u> 4111 N. Fourth Street Arlington, Virginia

Dear Doctor Posper:

At long last I have got around to studying in more detail the tentative schedule for the June class on Preservation and Administration of Archives. I have talked with several people who attended the course last year, and they said it was intensely practical. I would like to send someone from here to attend the course, but it is unlikely that I shall be able to. Perhaps you have heard that I have had bad luck in the last year with my professional staff and have at present only my cataloger listed as professional staff. Fortunately a clerk recently appointed has had four years of filing experience with the army and we have been able to turn over all filing work to him. Fortunately. also, another clerk, who has been with us twelve years, is able to take almost complete charge of the reference desk. A Civil Service examination has been called, applications for which must be filed by April 1st. for Document Archivist and Classifier (Assistant Archivist) and Field Visitor for Archives. Miss Rogers, I think, has written you for the names of former students of yours who might be interested.

I offer the following suggestions for topics which I think need a little more emphasis in your short course:

I think the students need some instruction in the making of exhibite and on public relations, not merely publicity for the archives, but attitudes of approach to officials. Perhaps in this connection they might be given a leature on the ethics of the archivist.

All archivists are right now being deluged with questions from other government officials concerning the applications of photography, including both photocopy and micrephotography, to records work. I think your students should be given demonstrations which will show what apparatus is available, what its limitations are, and the places where photography is and is not applicable to specific types of records work. I have tried to answer some of these questions in two articles to appear in the January and February issues of Illinois Libraries. However, I was limited in some of the things I wanted to say, because I had to be careful about the mentioning of names of companies; where only one or two companies are well established in the field I was able to de that, but for the most part I had to be vague about some of the things

which archivists should hear straight from the shoulder.

I believe also you should spend more time on the various implications of the problems involved in disposal of receive. I notice you have only one one-hour lecture on Evaluation of Archival and Manuscript Material. In my estimation this is inadequate time for a very important subject.

Please accept these suggestions not as criticisms but as more suggestions.

Sincerely.

Bon / Lb

July 8, 1946

Dean Brnst Posner 4111 Borth 4th Street Arlington, Virginia

Dear Dr. Posner:

We are looking forward to your proposed visit to Springfield sometime next month. It may be of interest to you in planning your trip to know that our Illinois State Fair will be held August 9 to 18 inclusive, and that it will be practically impossible for you to secure hotel accommodations during that period. In fact, our local newspapers are running ads for people to list their rooms for this period. I thought that information might be of value to you in planning your itinerary.

You are going to be surprised and more than a little disappointed when you come here, because we have had most of our
office space taken away from us, and because that made us cramped
we have had our staff diminished almost to the vanishing point.
I am five short now and in fact have only one professional
assistant, not even an assistant archivist. However, we will
show you what we do hame and what we have done and try to make
your stay here as profitable as possible. Mrs. Posner, of course,
will be with you I suppose. I always enjoy her very much.

Please extend my greatings to any of my friends who may be attending the short session at Annapolis and Washington. I hope that out of this will come at least a few articles on technique for the smaller institutions which we can publish in The American Archivist.

I am very much enjoying my new work as Editor of The American Archivist. I have found members of the Society very cooperative and so far have been successful in getting plenty of articles. I have not been successful, however in getting the articles on technique for the smaller institutions. I have some splendid articles on hand but so far not just the sort of thing I think some of our readers want. My new Technical Committee is going to be very helpful there. Mr. Guet Skordas of the Maryland Hall of Records is the Chairman of that committee, and I hope if you

have any suggestions you will pass them on sither to him

Simoerely,

200 238

ADDRESS OFFICIAL COMMUNICATIONS TO THE SECRETARY OF STATE



DEPARTMENT OF STATE

In reply refer to

AUG 2 0 1946

My dear Mrs. Norton:

Thank you for your letter of August 7, 1946 regarding the Special Delivery letter mailed to Dr. Ortega in your care. The letter was returned to this office promptly and Dr. Ortega received it on his arrival here.

Dr. Ortega was very disappointed that his plans to visit Springfield could not be carried out.

Sincerely yours,

Francis J. Colligan
Assistant Chief
Division of International

Division of International Exchange of Persons

Mrs. Margaret C. Norton,

Archivist,

Illinois State Library,

Springfield, Illinois.



The State of Misconsin

STATE HISTORICAL SOCIETY 816 STATE STREET MADISON 6

EDWARD P. ALEXANDER

April 4, 1946

Miss Margaret C. Norton Department of Archives Springfield, Illinois

Dear Miss Norton:

For some time we have needed an additional assistant in the Manuscriot Division of the Wisconsin Historical Society. At its meeting last Saturday the Executive Committee of the Society authorized me to make a search for a suitable person for the position and I am writing to ask your help in the matter.

We have in this division, as you doubtlessly remember, a combination of historical manuscripts and government records, with by far the greater emphasis on the former. In the past three or four years we have made no effort to take over the custody of additional state archives, largely because of lack of space and of facilities for handling such records. But now that there is a prospect of our ouccupying the entire Historical Library building within a few years, we are looking towards the expansion of our archives, and that inevitably means more work and more assistance in the division.

For the present, we should like to find someone who can assume some of the responsibilities of the manuscript Division and make a beginning of a survey of territorial records here and in the capitol. Besides manuscripts, we have mans, pictures, and posters in the division, and anyone who takes a position here will have to assist with the care and servicing of these as well as of manuscripts. All these various groups of records, I might mention, are very well organized and well catalogued. At present there is in the division, besides myself, a full-time assistant (librarian) and a part-time student assistant. We also occasionally employ graduate students to arrange special collections.

I am giving you all this information so you may better understand the requirements of the position and the desired qualifications of a person to fill it. We probably would have little difficulty in finding among the graduate students in history at the university someone who could be trained to undertake the work at the present level, but I am anxious to make a start on the archival problem, and should like to secure someone who has had archival training and is interested in continuing with that sort of work.

The salary we propose to pay has not been settled upon yet. It will depend somewhat upon the qualifications an applicant has to offer, but will not rise above two thousand dollars a year, I am quite certain. We are under Civil Service and so an applicant would have to be certified for the position through the Bureau of Personnel.

You may have heard that Clifford Lord of "ew York State has been appointed director of the Society and will take office about the first of June. Until that time, Dean George C. Sellery will continue to serve as our acting director, and I am writing to you with his approval. I am also writing to Dr. Buck to ask for suggestions.

May I ask, then, if you know of any persons who might be interested in such a position as I have outlined *bove and if so, if you will have them communicate with Dean Sellery.

"hank you in advance for any help you can give us or any suggestions you have to offer.

With best wishes from

Alice E. Smith

Clean E. (a) moth

Curator of Manuscripts

S:S

miss

April 15, 1946

Miss Alice E. Smith, Ourator of Manuscripts State Historical Society 816 State Street Madison 6. Wisconsin

Dear Miss Smith!

Apparently it is very difficult to find experienced manuscript workers at the present time. I do not know of anyone to suggest right now, but today we are holding Oivil Service examinations for Assistant Archivist for the Illinois State Library. It may be that I can secure a list of the people who passed our examination and to pass on to you as leads. I also suggest that you write to Dean Ernst Posmer of the Graduate School of American University at Washington, D. C., who conducts the courses on archives held at the University during the year and held jointly with the Mall of Records at Maryland for a short summer course. I am very dubious about your being able to get an experienced person for the salary which you think you will be able to pay. I will keep your request for information in my dosk and when and if any names occur to me, will pass them on to you.

I had not heard that Clifford Lord was to be the new Director of the Society. I felt very badly to hear that you were losing Mr. Alexander, because it seemed to se that he was just the type of man for your institution. He made a very fine impression here last year when he spake before the Historical Society. Of course I have known him for a number of years.

Sincerely.

Archivist



The State of Misconsin

STATE HISTORICAL SOCIETY 816 STATE STREET Madison 6, Wisconsin 1846-1946

3 December 1946

CLIFFORD L. LORD DIRECTOR

Miss Margaret C. Norton Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

The State Historical Society of Wisconsin is enlarging its file of educational material distributed by historical groups in other states. We find that our collection does not include samples of publications issued by your division, and we would appreciate your sending to us any such material that you may have available for free distribution.

Do you have a museum educational program which you carry on among the school-children of your state? How is it organized and what are its details?

Thank you for your attention to our query.

Yours very truly,

Dora M. Drews

Public Relations Chairman

DMD/d

min.

December 6, 1946

Hiss Dora M. Drews Public Rélations Chairman State Historical Society of Wisconsin SIS State Wyoot Endison G. Visconsin

Dear Miss Drewsin

The only publication issued regularly by the Archives Department is a series of articles which appears each weath in <u>Illinois libraries</u>, and which is the monthly buildtin of the Illinois State Library. We believe your institution is on our mailing list, but in case it is not we are having it put on the list to receive sepice; within the past ten years we have issued some processed material, but this is not being each to you because it is either out of print or absolute. However, we will see that you get anything published by us in the future.

We have no state wide amseum project, since the Archives Department of the Illinois State Library is limited to work with efficial governmental records. The Illinois State Ristorical Library does the general historical work for the state.

Yery wuly yours.

SECRETARY OF STATE AND STATE LIBRARIAN

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ELLAR ER LLIM Ora Lua OFFICE OF

ZANTZINGER & BORIE

ARCHITECTS

1531 LOCUST STREET PHILADELPHIA 2, PA.

C. L. BORIE, 1908-1948

C. C. ZANTZINGER, F. A. I. A. C. LOUIN BORIE, A. I. A. A. T. RMITH, A. I. A. PIERRE LAIRD, A. I. A.

November 15, 1946.

In re: WILLIAM PENN MEMORIAL Harrisburg, Penna.

Miss Margaret C. Norton,
Archivist,
Illinois State Library,
1105 South Second Street,
Springfield, Illinois.

My dear Miss Norton,

Confirming my telephone conversation with you of yesterday, I beg to say that I have now secured my railroad accommodations from here to Chicago, where I shall arrive in time to catch the 8:25 A.M. train for Springfield, which is scheduled to arrive there at 11:40 A.M. My connection is somewhat close, and should my train be late in arriving in Chicago, I will take the next train for Springfield and go direct to your office upon arrival.

It is my intention to stay over Wednesday night in Springfield, in the hotel which you were kind enough to say you would tell me of. I plan to remain in Springfield until 1:54 P.M. on Thursday, when I will take a return train to Chicago and make my connection back to Philadelphia.

The Building Committee that have been charged with the design of the Archives Building for our State in Harrisburg, join with me in being particularly interested in knowing as much as may be learned concerning the Illinois Archives. We understand that you are largely responsible for many of the decisions that basically affect the design of the building, and I am therefore particularly fortunate in being able to discuss this problem with you.

I look forward with pleasure to meeting you on Wednesday afternoon, when, as you directed, I shall go to the First Floor Reference Room of the Illinois State Library from the hotel immediately after lunch.

Very sincerely yours,

C. C. Zantzinger (

M.

Miss Rogers

Movember 18, 1946

HEMO TO:

Miss Rogers

On Vednesday and Thursday of this week we shall have as our guest Mr. G. G. Zantsinger of Zantsinger & Berie, Menhisette. Philadelphia. Mr. Zantsinger will be the architect for the preposed new Pennsylvania Archives building, and wishes to visit the Illinois Archives hilding, and as he puts it to she something of Spring-Wald. We have made a respectation foothal at the attraction from Spheels Hotel. He so to arrive a heat need train from Chicage an Vednesday. I assume that it will be all right for me to take a little time off to drive him about the city. If me wait within after the office closer it will be see dark to see mything. Perhaps you would like to join us at lunch Thursday, if he stays that long.

Enclosed is five dellars towards my share of entertaining the Indianapolic group the came just before the I. L. A. In the ancitament of that and then my leaving for my wacation I forget all about this. Please accept my spologies for the delay.

Archivist

OFFICE OF

ZANTZINGER & BORIE

ARCHITECTS

1531 LOCUST STREET PHILADELPHIA 2, PA.

C. L. BORIE, 1908-1948

C. C. ZANTZINGER, F.A. I.A. C. LOUIM HORIE, A. I. A. A. T. MMITH, A. I. A. PIERRE LAIRD, A. I. A.

November 26, 1946.

In re: WILLIAM PENN MEMORIAL Harrisburg, Pennsylvania

Miss Margaret Norton,
Archivist,
Illinois State Library,
Springfield, Illinois.

My dear Miss Norton,

Please allow me to thank you for the many courtesies which you extended to me during my visit to Springfield on Wednesday and Thursday last.

I did not have time while in Chicago to call upon Mr. Hammond, and therefore I missed the opportunity of asking him personally whether or no it would be possible for us to have a set of plans of your building. I have today written him and hope that it will be within the policy of his office to let us have these plans, which would be so helpful.

In the meantime, I have written a memorandum of the many interesting facts that you were kind enough to give me, and when this is written I will send it along to you for your comment, if you have the time and patience to read it.

In the meantime, very definitely there are certain further facts that I should have for a more reasoned approach to a solution of our problem here. I have made the following guesses:

Your archives vaults-proper I believe contain some 250,000 cubic feet, divided vertically into 12 levels, the lowest level being at the Basement floor level; and that there are 200,000 cubic feet in the departmental vaults which are on the three sides of the building other than the south and above the first, second and third floor of offices.

Would you be good enough to check me on these figures? I may greatly over-state them, but the sum of the two is important in considering what we should have here in Pennsylvania. I venture to ask your assistance in this matter because I presume that the actual figures are readily before you.

At a conference this morning with Mr. Williams, the Chairman of our Committee, I found that he was most anxious to get some approximation of what we thought was the proper size for our building, for use at a conference before the end of next week. If what I am asking is an imposition, please let it stand. I can readily arrive at these figures after I receive the plans of the building, if Mr. Hammond can let me have them.

As you advised, I am planning a trip to Washington and Virginia in the near future.

You will also find enclosed herein, the two original documents that you gave me, namely, "The National Archives - Minutes of Meeting of open conference on Administration, February 25, 1946" and "Archives Building capacity - number of legal size filing cabinets", of which I have kept copies.

Again thanking you for your courtesy and most helpful reception, I am

Very sincerely yours,

C. C. Zentzinger, for ZANTZINGER & BORIE

M.

OFFICE OF

ZANTZINGER & BORIE

ARCHITECTS

1531 LOCUST STREET PHILADELPHIA 2, PA.

C. L. BORIE, 1908-1948

C. C. ZANTZINGER, F. A. I. A. C. LOUIS BORIE, A. I. A. A. T. SMITH, A. I. A. PIERRE LAIRD, A. I. A.

November 27, 1946.

In re: WILLIAM PENN MEMORIAL Harrisburg, Pa.

Miss Margaret C. Norton,
Archivist,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton,

As promised in his letter to you of yesterday, Mr. Zantzinger has asked me to send you a copy of the memorandum which he wrote following his return from Springfield, Illinois.

Should any comments and/or corrections occur to you in reading the memorandum, Mr. Zantzinger would, I know, be glad to hear from you.

Very truly yours, ZANTZINGER & BORIE, By:

G. E. Mauger

M. CC: Mr. R. Norris Williams, with enclosure

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In re: WILLIAM PENN MEMORIAL Harrisburg, Pa. November 27, 1946.

Memorandum of Mr. Cantzinger's visit to Springfield, Illinois on November 20th and 21st, 1946.

On arrival at Springfield, Illinois on Wednesday, November 20th, went to Miss Norton's office in the Archives Building, arriving about 1 P.M. Miss Norton advised that her instructions from the State Government enabled her to give me all the time necessary for familiarizing me with the plans for the Archives Building. The Architect for this was Mr. C. Herrick Hammond, the State Architect, whose address in Chicago is 160 N. LaSalle Street (Telephone: STAte 0136).

Miss Norton had a set of $1/8^n$ scale blue prints available, but she preferred to visit the building before going over the plans. This we did.

The building is 67' x 153' and 100 feet high. The vaults for the archives are in the center and of the full height, with 12 floor levels in the vaults. The lower three floors of the exterior building mass that encircles the vaults are devoted to offices, and this area for the rest of the building height is devoted to departmental vaults. The cost of the building was \$1,000,000 equipped. It was built prior to the present high prices and could well cost much more than the above if built today.

Appended hereto is an analysis of the capacity of the two types of <u>vaults</u>, namely, archives and departmental, stated in numbers of legal size filing cabinets, which gives 97,770 cubic feet of filing capacity, based on 15 cubic feet per cabinet.

Adjacent property to the south of the Archives Building has been preempted for future extension of the building, and I understand that more or less definite plans have been made by the State Architect showing how this enlargement may be accomplished.

All <u>deliveries</u> are made to the Basement by means of a lift conveniently located for this purpose and used for no other. In this Delivery Room, all documents are fumigated and are subsequently processed at this level.

There is no heating plant in the building. Access to the mechanical plant is had from the tunnel, which connects the Archives Building with all the other departmental buildings.

Through this <u>tunnel</u>, the employees of the other departments come to the Archives Building when they have occasion to visit their departmental files. They do this after registering, and records of such visits and registration are carefully kept. These departmental employees cannot have access to the archives vaults proper.

There is an <u>east-and-west corridor</u> that separates the archives vaults from the northern section of the building. The doors from this to the vaults open only with keys that are not available to the departmental representatives. Both the passenger and freight elevators of the building give access to this corridor, but the main staircases of the building do not rise above the Third Floor level. From that level to the top, there are service stairs taken in the width of the corridor that carry up to the top level, but the several levels on these stairs are separated by means of sheet metal doors with special keys.

Within the <u>vaults</u>, there is a staircase and an elevator for use by those working in the vaults. At all levels, the vaults are sub-divided by a system of vertical supports spaced 9 feet (I think) on centers, the figure being determined by the type of <u>filing cabinet</u> almost universally used, this being a cabinet that takes legal size sheets.

The general appearance of the vault is that of a library stack. If the level-to-level dimension is, I think, 8 feet, with a floor slab and finish not exceeding 6 inches. The cabinets are 6 tiers high, the upper two tiers being operated from commodious aluminum ladders on rollers. By this means, two more tiers on each level are possible than is the usual practice. It is by multiplying the number of points of support that the level-to-level dimension resulting from beam and general construction thickness is kept to a minimum. This procedure is perhaps only possible, as Miss Norton pointed out, where the type of filing cabinet is known and can be definitely established at the time the vaults are planned.

The vaults are completely <u>air-conditioned</u>, - that is, the humidity is controlled year in and year out, but there is no cooling. By experience, Miss Norton has found that the temperature in the vaults does not vary materially the year-round, despite great extremes of both heat and cold in Springfield.

The departmental vaults are held above the Third Floor on great trusses, on which is superimposed a system of construction similar to that in the archives vault. The air conditioning also is the same.

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There are no openings from the exterior into either type of vault.

The micro-film filing wault is in the deck-house.

The <u>research room</u> is on the west side of the building on the ground floor, adjacent to <u>Miss Norton's offices</u>. There is a clerk in the research room, seated at a door, which gives direct access to the archives vaults.

On the second floor above the research room is a conference room, with one small room adjacent which is used for special research, and there is a stair that connects the research room with the conference room.

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On either side of the main entrance, which is in the center of the north front is the entrance lobby, handsomely finished in marble and cut stone, and in the space on the second floor immediately above, to which it is connected by the main staircase, is another lobby or exhibition space of similar size for similar use, - in both of which, provision is made for a clerk or guard.

In the space on the east side, corresponding to Miss Norton's offices, etc. there is provided additional space for processing documents and other archival service. This space at the present time, however, has been assigned for temporary departmental use (the State Department, I think). It is Miss Norton's opinion that when this space is again made available to the Archives Department, it will be adequate for any extension that may be made to the building on the land as provided above, if and when additional vault space is required.

There are <u>inter-communicating phones</u> throughout the vaults, and they are completely protected by the Western Union system.

All entrance doors to the vaults are one-hour fire doors.

The <u>freight elevator</u> from the Receiving Room in the Basement rises the full height of the building and touches all floors and all archives and departmental vault levels.

One primary guiding principle in the construction and operation 23 of the building is, that no one save an authorized member of the archives staff can enter the archives vaults. This is done because no one save members of the staff knows exactly how to file documents in accordance with the established system, and further - and perhaps more important - any one other than a member of the staff might tamper with a document filed within the archives vaults.

It was noted that the "Illinois Blue Book" for 1939-40, on pp. 427-446, contains an article by Miss Norton entitled "Archives and Libraries - a Comparison". The Illinois Blue Book for 1937-38, pp. 303-306, contains an article entitled "Scope and Functions of a State Archives Department"; this also is by Miss Norton. The Illinois Blue Book for 1935-36, pp. 681-687, contains an article entitled "State Library Archives Division", also by Miss Norton.

C. C. Zantzinger

(Handed to Mr. Zantzinger by

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97770 ca. ft. filing

Capacity per cabinet - 15 o

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COMMENTS UPON MR. ZANTZINGER'S REPORT ON THE ILLINOIS ARCHIVES BUILDING By Margaret C. Norton, Archivist

- # 6. Records are funigated and cleaned in the Receiving Room; thence they are taken by freight elevator to the respective vaults or to the workrooms. There are other processes aside from funigation and cleaning such as repair, filing, packing, inventorying, etc. and these processes are not done in the Receiving Room.
- 9. There is an east-and-west corridor which serves as entrance into the departmental vaults on the upper floors. The freight elevator serves both the archives and the departmental vault sections, opening onto vestibules to the departmental and archival vaults, respectively. These vestibules are at opposite ends of the elevator. Both vestibules are controlled by looks, so that an intruder getting into the freight elevator could not gain access to any valt.

The service stairs are enclosed by steel grills. These are kept looked to prevent persons wandering from one floor to another, but all doors open from the inside to permit the use of the service stairs as an emergency exit.

An important feature of the building, not mentioned in this report, is the emergency lighting system. We purchase our power from a private utility company, but most of the buildings on the Capitol grounds are served from the State power plant. In each valt in the building and in each corridor, three emergency lights are kept burning all the time. In case of a power failure, the emergency lights automatically switch over to the State power ourrent. Thusday person in any part of the building without windows, is always able to see to get out. Telephones connecting with the State power plant engineer are to be found in every elevator to ensure resous in case the levator should get attom. These telephones were installed after a watchman alone in the building on a heliday was trapped in an elevator for five hours.

10. The stack elevator in the archives vaults is large enough to take a grank in addition to the operator. In other words, its is a passenger elevator, not a book lift. I sention this because only a book lift was previded at Maryland, which is most inconvenient.

The spacing between supporting columns in the vaults is nine feet. This spacing allows for flexibility in use of equipment, it gives the correct working space between filing cabinets; but if his wish to insert a free-standing double unit of shelves in the highle, there is still sufficient aimle space. Chases in the belief permit changes in lighting fixtures to accomplate the change from a one to a two aimle arrangement of equipment. This arrangement does not limit you to the use of legal mine cabinets - we aim use deep bookshelves, planning files, map files and every other types of equipment. The baye are spaced hime feet wide, but the columns are spaced three feet apart in the bay. This three feet of space permits of hooking standard size shelves into the column uprights and otherwise is most sconomical of space for legal size sabinets, two of which will go between each of the ranges of columns. For that reason, in calculating outbic foot capacity

in the vaults, we use legal size cabinets as the unit of measurement.

All weight is carried on the columns. It should be noted that the cabinets are bolted together and to the columns to awoid the danger of tipping.

It might also be noted that the six drawer high specially designed cabinets which we use, permit a space 15 inches high over the top of the cabinet for better circulation of air and for head room. Some departments put books in this space but we do not recommend it because of the need for the circulation of air. The reinforced pan construction reduces the floor slab to 4 inches. The ceilings are 8 feet center to center, including this slab.

Although the general appearance of the vaults is that of library stacks, and the type of construction is the same, actually these column uprights are much heavier and much engineering study was given to caring for the great weight of seconds as contrasted with that of books. Book stacks are constructed for a load of about 10 pounds per lineal foot of shelving. One six drawer legal size filing cabinet, loaded, weighs half a ton.

- 16. The Search Room is on the west side of the building on the ground floor, directly beneath the archivist's offices, with which it is connected by a private stairway. The work rooms are at the east end of the building. It should be noted that the archivist's offices should have been on the first floor, but that certain practical difficulties made it impossible so to locate them in this building. It was deemed advisable to have the archivist's offices so located that these offices could be either open or closed at different times from the Search Room, and that persons coming to see the archivist should not have to go through the Search Room to reach her.
- 17. Adjacent to the Search Room and entered through it is a small room intended for the use of visiting scholars whom we might wish to give special facilities to, such as a place to keep books, etc. for a period of time; or for persons wishing to use a typewriter or to give dictation. Above this room there is a larger Conference Room, eached eigher through stairs from the smaller conference room or through the archivist's office.

There is a small exhibit room between the entrance lebby and the Search Room. Sightseers can be stopped at the door of the Search Room if deemed advisable.

A corridor connecting the Search Room and the east offices is lined with card files to contain the indexes, catalog and other finding tools.

- 20. The vaults are protected by the A.D.T. fire alarm system.
- 21. All entrance doors to the vaults are insulated steel doors.

 The entrances are also protected by automatic fire drops decrewith a one hour rating.

Mention might also be made of the following features of the building!

The space over the Public Catalog Room and under the derridors serving the departmental vault section was made into a two tier special Vault of extra heavy construction to take safes. Here all the most important State records such as the territorial records, the State Constitutions. Enrolled Laws, Deeds to State owned real estate, etc., are preserved in safe lookers and looked cabinets.

A large space at the west end of the basement is designated on the plans as "Building Storage." This gives space for janitors supplies and laskers, moving equipment (trucks, carts, dollies, etc.) and for the storage of unused equipment. The electrical transformer wault and the master switches for the building open off this room also.

In the northeast corner of the building is a room designated "Engineer's Mechanical Room." This connects directly by a private tunnel with the office of the engineer who services the archives Building and the adjacent Centennial Building. Educ prints of the mechanical parts of the building are kept in this room, also there are a number of mechanical controls of one kind or mother, the purpose of which I do not know.

The Photographic Laboratory and present document repair room occupy a matter of six rooms at the north side of the basement. It is a matter of acts that the Recordak microfilm model we are using requires a ceiling minimum of eleven feet. We also found it nacessary to install a water-cooling system for the microfilm darksoom because our sity tap water is so warm in summer (often 85 degrees or more) that it interfered with the processing of the emulsion of the film. Special precautions should be taken against dust in a microfilm laboratory because one speck of dust shows up very large on a photograph reduced in a ratio of 30 to 1. We have had difficulty from this through our ventilater in the darkrown. Also it is necessary to be careful not to have objects with reflect a glare, such as olumnium faucets, etc.in this darkrown.

One feature of the building of which we are proud is the fact that it is easy to keep clean. All vault walls are lined with glazed tile, the floors are concrete dust broaded by a floor seal, there are no projecting beams, light cales or ledges to collect dust. This last is, to my mind at least, the greatest drawback to the Mational Archives Building. They like their unpartitioned vault space, but their ceiling heights are wasteful of space and they have all sorts of beams and what not to collect dust and dirt.

ESTIMATED CUBIC PEET OF VAULTS

Archives Vaults, including 12 floors of archives vaults.

film yoult and special vault

245.000 ou. ft.

Departmental Vaults

170,000 ou. ft.

legember 3, 1946 Sprottor conon S Mr. C. C. Zantsinger Zentzinger & Boris AT BRELLIA AFORT TO THE 1851 beanet direct. Philadelphia 2, Pa. DAR LIA Door Mr. Kentzinger: Miss Morton has written some supplementary common to your memorandum on your visit to Springfield on November 20 and 21, in which she makes some corrections and adds some notes emphasizing certain phraces which she did not think you had stressed enough. She very much enjoyed your visit here. Please call upon us for any additional information in connection with your building progress. Yery truly yours, SECRETARY OF STATE AND STATE LIBRARIAN Library Tolliers Books

AMERICAN LIBRARY ASSOCIATION, 1946



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AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 320 NORTH MICHIGAN AVENUE, CHICAGO 11

New Address: 50 East Huron Street, Chicago, Illinois

August 13, 1946

Mrs. Margaret C. Norton State Library Springfield, Illinois

My dear Mrs. Norton:

On behalf of the officers and members of the A.L.A., I wish to thank you for your services on the Photographic Reproduction of Library Materials Committee for two years.

We all know that you will continue your interest and helpfulness, although no longer on the Committee.

Cordially yours,

Carl H. Milam

Executive Secretary

WLM: H

THE JOHN CRERAR LIBRARY

86 East Randolph Street

J. Christian Bay,
Librarian
Kanardy L. Taylor,
Chief of Public Service

Chicago, 1 Jenus ry 25, 1946

Miss Margaret C. Norton, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

Mr. Milam and Mr. Fontaine of ALA are calling a meeting in Chicago on Monday, February 4, of the chairmen of these three ALA committees:
Audio-Visual (R.R.Munn); Library Equipment and Appliances (J. V. Steinmenn); and Photographic Reproduction (K.L.Taylor).

The chief number of the meeting is to discuss plans for an equipment exhibit at the annual conference in Buffalo. At our meeting at the midwinter conference it was agreed an exhibit of microfilm equipment would be welcomed. It is now proposed that the three committees named might consider a joint exhibit.

What are your ideas on such an exhibit? And what about accompanying programs: Do you think it better to have all of the joint exhibit together or in several sections? Should we have one microfilm program with several participating or have individuals giving papers scattered through the conference? It has been suggested that a specialist, such as Mr. Tate or Mr. Fussler, be on hand several hours each day at the point of exhibit to answer questions on particular equipment more or less as a possible safeguard against the "salesmanship" of any commercial demonstrators.

What do you think of the idea?

I am sorry the time is so short and will appreciate a reply in time to pass any suggestions on to the others on February 4,

A cony of the minutes of our midwinter committee meeting will be sent you soon.

Very Mncerely yours

Kanardy L. Taylor Chairman, Committee on

Photographic Reproduction

athertick & hit

February 1, 1946

Mr. Kanardy L. Taylor, Chairman Committee on Photographic Reproduction American Library Association The John Orerar Library 86 Mast Randolph Street Chicago 1, Illinois

Dear Mr. Taylor:

The point of view for an exhibit on photography at the Juffalo meeting of ALA can probably best be expressed in an article on microphotography which I have written for the January issue of Illinois Libraries, a copy of which is enclosed. This article grew out of a remark made by a southern archivist at the close of the session on microphotography at the November meeting of the Society of American Archivists. She said, "That discussion was completely over my head. I wish something could be written for the benefit of some of us who are just starting photographic work and who are utterly confused by the conflicting statements made by competitive photographic outfits."

To make clear what I am driving at I will use the analogy of the motor vehicle industry. At the time the Journal of Documentary Reproduction was dropped, also the ALA conferences, we were still discussing excitedly whether the Ford or the Oldsmobile would be most apt to get one to and from a nearby town with the least number of breakdowns. Today, however, we do not worry about the competence of motor vehicles on the market to do the work for which they were designed. We decide whether the work we wish to do with a car calls for a pleasure auto, a light delivery truck, a trailer truck or a "blits buggy". If we are buying a pleasure car we decide what price range we wish and make our selection more than for any other reason as to which car we think has the prettiest color scheme and the enappiest streamlining and chromium trimmings. A good many librarions and archivists are still thinking in terms of which is the one best camera to do everything. My idea for an exhibit probably would not be popular with manufacturers, but I think it might clarify the situation for those who saw it. In other words, I should like to see exhibits of the Leica and Centax cameras with posters or other presentation which would show what these cameras can and cannot do. The same for each of the types of the cameras mentioned in my article. In listening to sales talks and comments on sales talks. I find that the Recordak salesmen are ridiculing the Remington-Rand machines because those machines cannot take

large or bound records, while the Remington-Rand salesmen are pointing with scorn to the clumsy Recordak Model G which requires eleven feet of headroom and contrasting it to their compact Model; also that the Recordak Model C will only take thirty-five pictures a minute, whereas they can copy 6 to 8000 documents an hour. In other words, in their seal to sell their equipment they are ignoring the fact that the two cameras were built to perform entirely different functions. When I say that the manufacturers will not care for my type of exhibit I am thinking of the fact that the Remington-Rand people, for instance, would probably not find it profitable to exhibit their machine because no libraries are going into mass production of films.

In the December issue of Illinois Libraries will appear a companion article of which I do not have a copy which I can send you; namely, an article on various types of photocopy. I am wondering if a great many libraries are not going into microphotography because it is the style and whether actually a Photostat machine or one of the smaller copying apparatuses might not be more useful to them in actual practice. The statistics of the photographic laboratory of the Illinois State Library would seem to bear me out in that contention. Therefore, I should like to see in our exhibit, in addition to microphotographic exhibits. an exhibit of the various types of optical and non-optical devices for copying at full size or nearly full size on paper instead of on film. I am inclined to believe that the most helpful thing for our committee to do would be to have an exhibit which would be in place through the entire meeting plus a round table discussion with no formal papers but with experts present who could answer questions asked from the floor. We had such a round table discussion at the Archivists' meeting, our experts being George Schwegenan and Mugene Power. We tried to get Fremont Rider, but he was unable to come. Herman Fussier would be a good person. Those of us who have tried to keep up with what is going on can hardly sense the problems which others may have encountered and the questions they may ask. For instance, one very interesting point was brought up by Doctor Buck of the Matienal Archives. He said that the Mational Archives is going into microphotographic work on a far; more wast scale than ever before. Defore that institution invests too heavily in equipment he wanted to know what the prospects were for the abandomment of rolls of films which in many ways are impracticable for certain types of records; whether mechanical equipment will come out for making copies on sheets analogous to misroprint. Mr. Schwegeman went into a good deal of detail as to why it is improbable that rolls will be abandoned. He discussed problems of cost and of even greater interest, problems of projection.

Sincerely,

I hope that you may find something helpful in these suggestions.

CHICAGO

Polirosty 15, 1946

To Honboro of the Photographic Reprotestion Countytaes

Attached you will find number of a meeting hold in Hr. Hilms's office, on Pobrancy 4, 1946, concerning equipment programs and sublidits to be held at the Buffule Conference.

Ordinarily, this activial would come to you through your families Chairman, but incomes as it. Taylor is out of term, we are centing the information directly to you. It. Taylor will, no dealth, get in teach with you what he potents.

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PLANS FOR EQUIPMENT PROGRAM AND EXHIBIT

AT BUFFALO CONFERENCE

(Notes on Meeting in Mr. Milam's Office, February 4, 1946)

Present: Milam, Fontaine, Batchelder, Dahl, Kohlstedt, Taylor, and Steinmann — the last three representing the Audio-Visual, Photographic Reproduction, and Library Equipment and Appliances Committees, respectively.

The discussion centered about:

- 1. General Principles (Exhibit A)
- 2. Miscellaneous Suggestions (Exhibit B)
- 3. Tentative programs of the three committees involved.

1. GENERAL PRINCIPLES

All nine points were accepted as written, except Point 5 in which "desk" was changed to "center."

2. MISCELLANEOUS SUGGESTIONS

Point 1 was accepted, although need for separating exhibits of competitors was considered.

Point 2 was accepted.

Point 3 was accepted with "desk" changed to "center." It was agreed that the center might be attached to the Clearing House (booth for information and consultation maintained by A.L.A. librarian) or separate booths set up adjoining it. Each committee will be responsible for scheduling its consultants. Placards will announce hours. It was thought that the best hours for consultation would probably be 12:30 - 2:00 P.M. and 4:30 - 6:00 P.M.

Point 4 was considered desirable, but conflict with general sessions and the number of equipment meetings does not permit same hour each day. Open meetings were scheduled as follows:

Equipment and Appliances: Monday and Friday afternoons and Wednesday morning
Audio-Visual: Tuesday evening and Thursday afternoon
Photographic Reproduction: Tuesday afternoon

Point 5 was accepted. It was agreed that a program for each meeting also be distributed (in the meeting room) and that the names of exhibitors whose equipment ties in with the particular meeting be listed thereon. Each committee chairman will supply copy for his meetings and will check with exhibitors, especially small companies, to make sure equipment does tie in and that there are no omissions.

Point 6 was accepted in part. It was decided that no differentiation will be made between equipment exhibitors and others in A.L.A.'s letter inviting exhibit, but the letter sent will include a paragraph describing emphasis of conference on equipment and the fact that open meetings will be held by the three committees.

Committee chairmen will send to Headquarters within next two weeks a list of those firms in their field which should receive exhibit announcements. Duplications will be eliminated at Headquarters.

Each committee chairman will also draft a letter to be sent to potential exhibitors in his field. This letter, which will be sent from A.L.A. concurrently with the invitation to exhibit, will invite participation in discussion at the meetings, but will make no commitments as to speakers. Committee chairmen will send draft of letter to Fontaine for comment in the light of letters prepared by the other chairmen. He will return the draft with a supply of A.L.A. letterheads on which the letters will be typed. (The Committee name and chairman's name and library address will be typed on the letterhead). Fontaine will indicate the date which should be put on the letters. When they have been completed and signed, they will be sent to Fontaine for mailing.

Since A.L.A.'s announcement to exhibitors will go out early in March, the draft of the letter should be submitted soon.

3. TENTATIVE PROGRAMS OF THREE COMMITTEES

- (a) The tentative program of the Equipment and Appliances Committee was presented. The three meetings (Charging Machines, Punched Card Machines, and Duplicating Machines) were considered proper, although some questions were raised about Punched Card Machines. The chairman will seek further information from John Moriarity who has expressed his willingness to participate. It was suggested that librarians rather than commercial representatives speak at the Duplicating Machines meetings.
- (b) An abstract of Kohlstedt's letter to Fontaine outlining his suggestions for an Audio-Visual meeting was presented. After some discussion, it was decided to have one meeting for Audio equipment and one for various types of projectors. It was also decided that films will be shown daily in the meeting room, around noon. The possibility of the A.L.A.'s having to employ a union operator was recognized.
- (c) The tentative program for the Photographic Reproduction Committee calls for one meeting at which librarians will speak. Equipment to be covered probably will be: cameras, readers and film used in microphotography, and possibly a new machine for making prints over the telephone.

At the end of the meeting Mr. Milam cautioned the committee chairmen to keep the speaking programs short and to allow plenty of time for discussion.

Suggested General Principles in Respect to

Equipment Meetings

- 1. For any program, if companies involved are few, invite them all to speak and demonstrate, but allow ample time for discussion.
- If companies are many, arrange for librarian speakers and more time for discussion.
- 3. At all meetings encourage discussion by commercial representatives.
- 4. These ideas are for the guidance of the responsible committees, but each committee makes its own decisions.
- 5. All committees shall arrange to man the machines information center at regular hours.
- 6. Programs should deal primarily with machines and not "philosophy."
- Each committee will arrange its whole program, including the selection of speakers.
- 8. Meetings to last about two hours each, including discussion.
- All companies will pay for exhibit space and pay representative's expenses.

EQUIPMENT EXHIBITS AND MEETINGS - MISCELLANEOUS SUGGESTIONS

- All equipment exhibits be located, in so far as possible, in one general area, but not as a combined exhibit. (Companies will probably want to keep their individuality). Booths of direct competitors probably should not adjoin.
- 2. All meetings be held in meeting room and not in exhibit area. Speakers to take whatever equipment they wish (or can) to meeting room and invite librarians to visit booths for further information.
- 3. "Machines Information Desk" be placed in general exhibit area, but not too close to exhibits to interfere with freedom of consultants. Each committee to be represented at the desk, and a schedule of consultation hours be posted.
- 4. Schedule equipment meetings throughout the week, preferably at same hour each day so librarians will think of it as "Equipment Hour."
- 5. Somewhat after M. Chapman's idea for publicity, design a handbill giving the week's program for "Equipment Hour" and distribute it at equipment exhibit booths and other strategic spots. Invite the three duplicator companies to print this on their machines before or during conference, each giving itself a small credit line on its copies. Handbills to be of uniform size and content.
- 6. Regarding correspondence:

Initial letters to be sent by A.L.A. as follows:

- (a) To potential exhibitors in fields other than equipment, the usual letter inviting exhibit.
- (b) To potential commercial equipment exhibitors, the same with added paragraph concerning emphasis of conference on equipment.
- (c) To companies invited to participate in program, in addition to (b) and enclosed with it, an individually typed letter asking participation. This letter to be fairly uniform to all companies except for material the responsible committee chairman wants included. (This means speed on the part of the chairmen in letting A.L.A. know whom to invite and what to include).

A.L.A. to notify chairmen of acceptances and chairmen to take up correspondence from there regarding program.

Committee chairmen to write directly to program participants who are not commercial exhibitors.

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THE IOHN CRERAR LIBRARY

86 East Randolph Street

J. Christian Bay, Librarian Kanardy L. Taylor, Chief of Public Service

> March 26, 1946 Chicago,

To the Counittee on Photographic Reproduction:

semembat tardily I am distributing the minutes of the business session which Mr. Shopherd was so kind to propare for us.

decease of the minerity were on the problems raised it has been folt by several that these questions might well be continued to the June mosting for further discussion and so some of the minority desicione reached at midwinter have not been carried out, specifically I refer to the questions about the JDR and its sumulative supplement. It is sincorely hoped that all members can be present at Buffale, but if envene cannot it will be appreciated if he will send me a written statement of his epinion on these matters. Three shief items related to continuance of the JDR are 1) finance, 2) editorship, and 3) content; 1.c., types of articles and material.

At our second section, in relation to the subject of copyright, several expressed their epinions that it might be better to let "sleaning dogs lie".

Letters have gone out to the Federal Security Agency, Office of Education, concerning a restudy or restatement of the statistical item No. 17 in the form cont out to institutions of higher education. This item has caused emporn to many in reporting on photostate and microfilm.

A request has gone to Mr. Paul Howard in Washington to dissever and publish any specific information he is able about the type and availability of any surplus photographic equipment of possible use to libraries.

Relative to the June conference, an equipment exhibit is definitely being planned as part of our program. The exhibit itself will be more or lose under the joint eponsorskip of the Audio-Visual, the Library Equipment, and our own countytoos.

Our committee will have three mostings --- one general, one business. and one on machines or equipment. I want your opinions and suggestions for all of these meetings, but especially the first and last.

In beeping with the equipment meeting of the other committees it is degired that ours shall be one of explanation, discussion, and if possible actual demonstration of specific machines; a frank treatment of the limitations, uses, adventages and disadvantages of various models. (I might add that during the conference we shall attempt to keep an expert at an information desk two or more hours per day to answer questions about different machines.) Invitations to some forty manufacturers have been sent out; some for already have signified intention to exhibit. All policy indicates that to select representatives of a for companies out of the may would be risking upleasent public relations; therefore our speakers for this morting must some from the profession itself. Please suggest some names to me.

Relative to the general meeting, at least one person who has recently returned from Me Island Person believes the program planners should keep in mind the needs of those who have been sany and try to "present the errors of library thought and progress during the past four years". Be you agreef Shall we have several short species on various topics or allow two or three speakers more time on fover subjects? To date I have only one person in mind when I definitely think belongs on the program -- that is Processed Ridor on the subject of micro-cards.

We must work fast. I have received a communication from Mr. Miles dated En765 19 which says the complete schedule goes to the Local Committee in Reffule by April 1 and that the deciline for includion of the program in the Mry ALA Bulletin is March 21. Though I commet see how we can make such decilines I do urgo you to give me your suggestions is modifically.

dincorely years,

Kenardy L. Taylor

Sheismin, County on an Photographic Reproduction

CHAPEL HILL

OF LIBERT WATERIALS

MRRTING: 10:00 a.m., December 28, 1945, Drake Notel, Chicago, Illimois.

Remardy L. Taylor, Chairman, Margaret Butterfield Meward Chapman G. H. Fieletra L. Q. Mumford Margaret G. Norton Stanley Parghlits G. F. Shephard, Jr.

Present at the meeting: Mr. Taylor, Mr. Chepman, and Mr. Shepherd.
Mr. Ralph Carruthers ast afth the countities as an advisor.

Summary of buginess as conducted by Chairman Taylor:

It was reported that the final report on standards was not yet ready.

Mr. Taylor read several pieces of correspondences

Mr. Mumferd wrote, raising the question as to the future of photoreproduction. Willit be microprint or microfilm? That action is appropriate in the opoperative reproduction of deteriorating materials?

Miss Norton wrote asking the answer to Broadman's criticism of the impermeness of film.

Miss Butterfield's letter was one of inquiry about the Journal of Documentary Reproduction. Gould more photographic setticles appear in the general library journals? The mentioned the problem of measurements in statistical reporting.

Mr. Hyblman wrote pasing neveral questions that needed attention. He would like to have a cost survey made on various pieces of equipment and services offered by the big photographic business houses. Could such a project be referred to the National Missefilm Association! Could Paul Heward, the representative in Washington, investigate the availability of surplus Army and Navy acquirement?

The unsmittee next took up for discussion the problem of the Journal of Decimentary Reproduction. If it is continued, should it be under the acts of ALA, or some commercial firm? The committee suggested dropping the JDR and getting ALA to respon magnitudies with the Rational Microfilm Association for assuming responsibility for publication of the JDR. The committee feels it wise for ALA to usek space in the new publication.

CHAPEL HILL

There was some discussion of the proposed cumulative emploment to JDR, but it was decided that nothing such could be done until Dr. Tate had had a change to clarify the possibilities.

The next flam of business was a discussion of the future precedure of the Sub-committee on attackards. Mr. Repherd was appointed to serve with that committee. Mr. Chapman offered to help in the publication of such directions as the committee might transport.

On the question of statistical reporting, the countities suggested that item I7 of the ALA statistical report be restudied to see that the true purpose is ---volume of production, or additions of hibliographical units.

After a discussion of copyright and some of its problems, the motion was carried that the new JDR (regardleds of the is running it) be asked to carry an article in a very early issue summarizing the present status of copyright in its relation to file mark.

The motion was made and carried that ALA be sirged to establish an effice to act as a clearing house for acceptantive photoreproduction and also to explore the field of meeded dopying. It was considered also to suggest to the Philadelphia Union Catalog and Mibliographical Conter that they include in their Union List of Migrafilms a list of these libraries who are equipped to produce film copy from master megatives. Let the Union List of Migrafilms also make clear which films are master negatives reserved for days purposes.

There was some preliminary discussion of some of the objectives of the countities at the Buffale conference. The possible contribution of French Rider on microprint was mentioned. The possibility of a helpful display of equipment and precesses by leading manufacturers was discussed. The countities went an resort to recomment to ALA that paid space be solicited from paymentative manufacturers. Perhaps the Matienal Microfilm Association would be responsible for making a selection.

In order to avoid travel difficulties for many of theme wishing to attend the mosting Dac. 30, it was decided to change the hour from \$130 p.s. to 10:90 a.s.

Notes substitud by G. F. Shephard, Jr., she noted as secretary at the remost of Chairman Taylor.

University Microfilms Ann Arbor, Michigan

March 6, 1946

Mr. Kanardy L. Taylor The John Grerar Library Chicago, Illinois

Dear Mr. Taylor:

Would your microfilm committee be interested in and willing to work with us with a view to making available those books and files of periodicals in American libraries which have ligited life because of the paper used in printing.

I understand that the New York Public Library has recently made a survey and finds that a considerable number of their journals printed since 1900 are in bad condition and will not last very long.

If your committee is willing to assist us in the selection of materials, set forth the specifications of overing their reproduction and decide upon the method of reproduction whether it should be effect or microfilm. We will be very glad to take care of the ether details, that is, those covering pirculation, production, billing etc. It would seem to me that between us we could arrange for a reasonable price for these reproductions and at the same time for the broadest possible circularization so that everyone would have a chance to subscribe if he wishes. There is the further advantage with microfilm that if at a later date one wishes to obtain a microfilm copy it could be made from the negative on hand. As you may know we have already made some start towards this and would be interested in pursuing the matter further. May I hear from you in the near future.

Sincerely yours, UNIVERSITY MICHOFILMS

Bugene B. Power

Mr. Rugene B. Power, University Microfilms, 313 M. First Street, Ann Arbor, Michigan.

Dear Mr. Power!

The problem mentioned in your letter of the 6th is one which I, and I believe many other librarians, recognise as of prime importance.

It is my intention to send a copy of your letter to each member of the Committee on Photographic Reproduction. It is unlikely that anything definite can be done about it until we so tually meet together in June.

Year truly yours,

Kanardy L. Taylor Chairman, Committee on Photographic Reproduction Mr. Kanardy L. Taylor, Chairman Committee on Photographic Reproduction American Library Association The John Crerar Library 86 East Randolph Street Chicago, Illinois

Dear Mr. Taylor:

It now seems unlikely that I shall be able to attend ALA at Buffalo this year. Therefore, I am sending you now my comments on points raised in your letter of March 26th.

I believe we are all of the opinion that the Journal of Dooumentary Reproduction should, by all means, be continued, and that if possible, a volume which would bring the status down to date should be issued prior to the resumption of the quarterly issues. If we turn the Journal over to the commercial sponsorship of the National Microfilm Association as has been suggested, I presume we will not need to worry about the financing, since this will be taken care of by commercial advertisements. In fact, I do not see how we can finance the periodical without resort to commercial advertisements. The question is whether the National Microfilm Association has as yet won sufficient prestige for itself so that we could assume that their sponsorship was on a truly professional plan. I understand that Recordak and perhaps Remington Rand have not yet joined the Association, which may or may not mean anything, as we know just between the two of us each of them is quite well satisfied with itself, and probably feels that joining the Association would commit itself to giving away patent and other secrets. It seems to me that the fact that Gene Power accepted the Presidency for this year indicates that the avowed purpose of the Mational Microfilm Association to look for better quality and more proper exploitation of microphotography would promise to hold true. However, this Association is rather young. If ALA resumes a sponsorship, there is some question as te whether too much emphasis might be put upon the library angles and not enough on the interests of manuscript departments and archivists. That was not true under the editorship of Dector Tate, because of his own connection with the Mational Archives. In other words, the American Association for State & Local History and the Society of American Archivists also have as much interest in the reestablishment of the journal as the ALA. However, I think I can speak with authority in saying that neither of those associations could afford to make financial contributions.

I would like to suggest the name of Mr. George Schwegeman of the Library of Congress for Editor. He has perhaps as broad experience as anyone in the country with the various applications of photographic processes. I assume that Vernon Tate is not available since the question of editorship has arisen.

As to the type of articles and material, I should hope that the journal would not be limited as much as in the past to microphotography. I should like to see more articles on various applications of other photographic techniques, such as various phases of photographic and the ase of infra-red and violet ray photography. While we wish the latest technical information we should not neglect the institutions who are just beginning to consider the applications of the various processes. For instance, at the close of the panel discussion of microphotography held at the meeting of the Society of American Archivists last November, one of our members approached me afterwards with the statement that the whole discussion was away over her head. She said, "I wish something could be written for the benefit of some of the smaller archival agencies who have not use microphotography in the past but who must suddenly find out all about its applications to government record work". Partly in response to that I wrote a two-part article for Illinois Libraries entitled "Photography for State Records". I enclose a copy of the first part which has just some out. This will give you am idea of the sort of information which our state officials are seeking when they try to apply the various techniques to their own uses. In other words, I think we need two distinct types of articles. First, articles which give information concerning the latest techniques, and second, articles which give practical illustrations as to the applicability of the processes to specific needs of specific institutions. It has been my experience that the more our State departments talk with the representatives of the various photographic concerns, the more confused they become. I should like to see a clarification of some of these matters for the mainitiated.

You say that our committee will have three meetings. I am assuming you mean by that that we will sponsor three sessions. It so, I would suggest that at least one of these sessions he thrown spen almost completely to discussion from the floor. Our Society of American Archivists meeting was very popular, and I think very practical. Mr. Schwegeman and Mr. Power acting as technical experts, answered questions put from the floor, Mr. Merbert Brayer, State Archivist of Colorado, acting as moderator. A great many questions were asked which probably would not have occurred to anyone giving formal papers. A second meeting might be devoted to formal papers. I would suggest for one, although I do not know who would be goed to give it, a general summary of the experience of government departments in the use of microphotography. This paper would show some of the applications, the problems encountered in making those applications, and the extent to which microphotography actually is used. Probably it would be based upon a questionnaire circulated among the various

states. Another paper might discuss microphotography and photography as used by libraries, pointing out particularly the fact that the problems of the librarium and of the archivist are semewhat different. Cortainly we must a paper or at least extended discussion of the problem status of microprint as well as a discussion of Frement Rider's proposals in connection with it. If Mr. Beaver is to be back in this downtry in time, I think he would serve as a good discussion leader, or as someone to give a paper. There chank be semested by a school leader, or as someone to give a paper. There chank be semestry of the grant to which microphotography is used by the Federal Towerstant. The man's which come to mind are Fally Arcoks and Oliver Vendell Holmes. Probably it would be better, however, to consult with Dr. Solm J. Buck before appreaching anyone at the Malinani Archives.

Since I have been elected to be the new Mitter of the Angelian Archivist. I am very much interested in what he done about the Journal of Resembler Reproduction, because that will in turn highest the angust of space which I must plan to give be the subject in the Section Archivist.

I so very corry that I was, because of plansure of work, whatle to peet your April last deadline. Probably you got enough suggestions from other members without these of mine.

Sincerely.

Archiviet

men i 2k

THE JOHN CRERAR LIBRARY 86 Bast Randolph Street

J. Christian Bay, Librarian Kanardy L. Taylor, Chief of Public Service

Chicago, 1 June 6, 1946

Miss Margaret C. Norton Illinois State Library Springfield, Illinois.

Dear Miss Norton:

Enclosed is a program of our meetings as we hope they will be. It has been made up as nearly as possible to satisfy both the theme of the conference and the suggestions of the committee members. Everything seems certain at the moment except Dr. Duyvis.

I hope it is possible for you to attend the conference as we need your opinions especially at the business meeting.

I want to thank you especially for your many ideas and suggestions in answer to my letters.

Very sincerely yours,

Kanardy I. Taylor

Chairman, Committee on Photographic Reproduction

Committee on Photographic Reproduction

Buffalo Meetings

General Meeting (June 18, Tuesday afternoon)

- 1. Freemont Rider. "Latest developments on microcards."
- Vernon D. Tate, "Progress in microphotography.")
- 2. W. George A. Schwegmann, Jr., "Review of photo-reproductive methods".
- ? 3. F. DONKER DUYVIS. Sec. International Federation Documentation

Business Meeting (June 20, Thursday afternoon)
Closed meeting.

Equipment Meeting (June 21, Friday morning)

- ν Discussion and demonstration by company representatives.
- 3 % General discussion and question period.
 Herman Fussler, leader.

June 10, 1946

O. P. de

Mr. Kanardy L. Taylor, Chairman Committee on Photographic Reproduction The John Grerar Library 86 East Randolph Street Chicago 1, Illinois

Dear Mr. Taylor:

The program for the Buffalo meetings of the Committee on Photographic Reproduction acumds very interesting, and I am very sorry indeed that it is going to be impossible for me to attend the meeting.

If no other provisions have been made for publication of these papers, as Editor of The American Archivist I would like to have them submitted to me for pessible publication. It is quite probable that some of these papers would not be of particular interest to archivists, but most of them I believe would be.

I should think that Mr. Powers' suggestion conserming the reproduction of periodicals on microfilm would be something to which our committee should give serious consideration. The question as to what commercial emoorn should be selected to do the work is senething which should involve careful consideration. Not being directly concerned with library work at present, I do not feel competent to pass judgment on this matter.

Sincerely,

mon tilk

THE AMERICAN ARCHIVIST

EDITOR'S CORRESPONDENCE REGARDING ISSUED PUBLISHED IN 1946

(THIS FILE IS FROM THE SOCIETY OF AMERICAN ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE UNIVERSITY OF WISCONSIN ARCHIVES, MADISON - RECORD SERIES 200/7/2 - Box 1, File 17.)

Dr. Buck, when he learned that I intended to write you today, requested that I ask for him whether or not it was planned to publish the paper read at Indianapolis by Victor Gondos, Jr. of our staff. He asked me to say that he feels it should not be published until it can be revised. Mr. Gondos is away just now, and Dr. Buck has had no opportunity to talk with him about this. If it is planned to publish the paper, please let us know so that Mr. Gondos can be asked to undertake the necessary revision upon his return....

Oliver W. Holmes, Program Adviser, The National Archives, to editor, December 21, 1945.

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liver .. rolder, Program criter, The Nation and very to exitor, December Sl, 1946.

1105 South Second Street Springfield, Illinois March 13, 1946

Capt. Victor Gondos, Jr. The National Archives Washington 25, D. C.

Dear Mr. Gondos:

As you have doubtless heard, I have been elected Editor of The American Archivist to succeed Professor Pease who has resigned. The first issue which I am to get out is the one for July 1946.

Professor Pease has turned over to me your paper read at the Indianapolis meeting on "Retirement of Rederal War Records". I would like to publish this in the July issue, but found appended to it the following note:

"Dr. Buck, when he learned that I intended to write you today, requested that I ask for him whether or not it was planned to publish the paper read at Indianapolis by Victor Gondos, Jr. of our staff. He asked me to say that he feels it should not be published until it can be revised. Mr. Bondos is away just now, and Dr. Buck has had no opportunity to talk with him about this. If it is planned to publish the paper, please let us know so that Mr. Gondos can be asked to undertake the necessary revision upon his return....

Oliver W. Holmes, Program Adviser, The National Archives, to editor, December 21, 1945.**

Can you clear this with Doctor Buck in time for my deadline which is May 1st? If not, please let me know and I will publish instead the paper given by Major Charles M. Thomas. Since you have made a number of penciled corrections on the paper, I am returning this copy to you for your use.

Sincerely.

Editor-Elect THE AMERICAN ARCHIVIST

men:lk



The National Archives Wasnington 25, B. C.

WAR RECORDS OFFICE 2 April 1946

MISS MARGARET C. NORTON, 1105 South Second St., Springfield, Illinois.

Dear Miss Norton:

May I hope that you will excuse my delay in answering your letter of 13 March. Prior to this morning it was impossible to answer without equivocation. I have just received word, however, that the matter has been definitely settled at this end. The Archivist's original intention was to issue the paper as an institutional bulletin for the information of officials, particularly those of the federal government, and to that end the paper has been revised somewhat to be fully in accordance with official policy.

Tour desire to publish the paper in the July issue of

The American Archivist was brought to the attention of our

publications panel, and they and the Archivist agreed to release
the paper for your use in the July issue, and to suspend further

action for publication here until after it has appeared in The

American Archivist. The revised copy will be forwarded to you

within one week.

BUY BUY WHITE WAYE WAR SORDS

Sincerely yours,

Jug Jong.

THE SOCIETY OF AMERICAN ARCHIVISTS

Margaret C. Norton, President Illinois State Library Springfield, Illinois

> Address Communications to: Lester J. Cappon, Secretary University of Virginia Library Charlottesville, Virginia

War Records Office NATIONAL ARCHIVES Washington, 15 Apr. 1946.

Dear Miss Norton:

The approved revision of my Indianapolis paper has just now been placed in the hands of the typist. It should be mailed to you by the end of the current week if not sooner.

With best regards, I am,

Sincerely,



War Records Office 20 April 1946

MISS MARGARET C. NORTON, Editor, The American Archivist, 1105 South Second St., Springfield,Ill.

Dear Miss Norton:

Enclosed is the officially revised and approved copy the paper delivered by me at the Indianapolis meeting, for publication in the July issue of The American Archivist.

Would you kindly let me know the terms for reprints.

Sincerely yours,



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Agricultural Strokenish

1105 South Second Street Springfield, Illinois May 2, 1946

Mr. Victor Gondos, Jr. War Records Office The National Archives Washington, 25, D. C.

Dear Mr. Gondos:

Thank you very much for the copy of your article, which will appear in the July issue of The American Archivist.

You asked me the terms for reprints. I cannot answer that question just now as I have referred the matter of reprints back to the Council for instructions. I am hoping that we can furnish ten copies free to the authors but am not yet certain. Banta quotes me a price as follows:

"Our prices for the ARCHIVIST include general prices for reprints. In quantities of 25, a twolve page reprint can be obtained for \$5.75, a sixteen page for the same, a twenty page for \$7.64 and a twenty-four page reprint for \$8.63. In quantities of 50, the twelve page reprint would cost \$6.25; a sixteen page \$6.50; a twenty page \$8.50 and a twenty-four page \$9.75. In quantities of 100, a twelve page reprint could be obtained for \$7.25; a sixteen for \$8.00, a twenty page for \$10.25, and a twenty-four page for \$12.00."

Please let me know if you are apt to want more than ten copies, and I in turn will let you know what the Council instructs me to do about the reprints.

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

men:lk



The National Archives Wasqington 25, B. C.

War Records Office 5 June 1946

MISS MARGARET C. NORTON, Editor. The American Archivist, 1105 South Second St., Springfield, Ill.

Dear Miss Norton:

With respect to our exchange of correspondence on the subject of reprints you mentioned that you hoped to furnish ten copies free. However, after canvassing the situation around here I find that I will need at least several score reprints to satisfy the demand because of the nature of the subject. I also want some in stock just in case the demand is greater than now anticipated. I note in your letter that 100 copies of sixteen page reprint will cost \$8.00 . I desire to put in an order for 150 copies of the reprint of the article "Retirement of Federal War Records", to be published in the July issue. I suppose this will cost about twelve dollars on the basis of the foregoing quotation. I would prefer to have the reprints with covers if the charge is the same or not substantially different.

In order to save you the bother of formally replying am enclosing a self-addressed postal card to indicate that the order is received and accepted.

Sincerely yours,



american actions

1105 South Second Street Springfield, Illinois March 25, 1946

Director Mational Bureau of Standards Washington, D. C.

Dear Sir:

The American Archivist, the quarterly journal of the Society of American Archivists wishes permission to publish in its technical section your bulletin entitled "Standard for Permanent Record Photographic Microcopying Film (Gelatin-Silver Halide Emulsion Type)", issued in mimeograph form September 14, 1943; with such revisions as may be needed to bring it down to date.

A number of state record laws require that film used conform to these standards, and we think that publication of this document would be of benefit to our members.

Sincerely,

Rditor-Bleat
THE AMERICAN ARCHIVIST

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U. S. DEPARTMENT OF COMMERCE

NATIONAL BUREAU OF STANDARDS

WASHINGTON 25

ADDRESS REFLY TO NATIONAL BUREAU OF STANDARDS RD * NMI.

April 1, 1946

IN YOUR REPLY
REFER TO FILE
IV-7/

The American Archivist, (Attn. Miss Margaret C. Norton), 1105 South Second Street, Springfield, Ill.

Subject: Publication of Microfilm Standard.

Gentlemen:

Referring to your letter of March 25 requesting permission to publish our Standard for Permanent Record Photographic Microcopying Film in your journal, we have no objection to your publishing this specification. There have been no revisions to this standard.

We wish to call your attention to the American Standards Association Standard for Permanent Record Film, ASA-Z38.3.2-1945, a copy of which can be obtained from the American Standards Association, 70 East 45th St., New York City 17, N.Y., price 30 cents.

Respectfully,

NATIONAL BUREAU OF STANDARDS.

Booke



THE WHITMAN 161 ST. & 89 TH AVENUE JAMAICA, L.1. 2

M.Y.

Deptember 4, 1946 Dear Miss Norton: I had a pleasant surprise to day your present of five copies of the reprint of Review of Books from the July issue of The American Aschivist in which my review on The National Archibes appears, for which I thank you. It affords me an opportunity, Lewing your address, to write to you. I Hust that ale is well with you personally and with your inferests and Shope Hat you will be able to come to the New York meetings tobe held during the December to be days of A. H. A. Vand offer societies! I am looking forward hopefully to see old friends and colleagues at that time. The ranks of the old timers have thinned indeed! Though I am past seventy-nine I continue to function, as the

review witnessed. I had a

Review and a much longer one in

the New-York Itistorical Society's quarterly of Raesly's Portrait of New Netforland, and in the next issue of the PAPERS of the Bibliographical Society of America Here will be 2 of my paper on "The Bibliophila Intercourse on" The Bibliophila Intercourse of James Lendx and Bernard Quaritch, 1874-1880, all evi-Levery that my mind and hand operate in the intellectual sphere, though I have many other interests to keep me from being lonely in my changed Estate. With very kind regards and happy merhories of the days of yore, and best of wishes, Dan Sincerely years, Vien Hugo Vallistes

October 5, 1946

Dr. Victor Hugo Paltsits The Whitman 161 St. & 89th Ave. Jamaica :, L.I., N.Y.

Dear Dr. Paltsits:

It was good to hear from you again and to know that you c ntinue to keep well and busy. I have been intending to write you how much I liked your review in the July number of the American Archivist. I get so impatient with the average review that either summarizes the table of contents or criticizes the minor typographical errors to be found. Your review was really a strong editorial and I was tempted to run it as such. What you said about the necessary support for the National Archives needed to be said and I know of no one better than you to have said it. Thank you.

I continue to enjoy my work as editor. Mother says she cannot see why, because I never have time to do anything for myself any more. I guess the reason I like it is that it gives me a reason for keeping up with my friends via letters which I, being lazy, never write unless they are on business.

For nearly thirty years I never missed a meeting of the American Historical Association, that is, until the war. Now I cannot go this year, because I do not like to leave Nother alone so much. I shall be at the Society of American Archivists at Washington the 84th and 75th of this month. I wish you could come to that.

Sincerely,

ILLINOIS STATE LIBRARY SPRINGFIELD

EDWARD J. BARRETT SECRETARY OF STATE AND STATE LIBRARIAN

April 17, 1946

HELENE M. ROGERS

MEMO TO:

Miss Rogers

With your permission I propose to use two photographs taken by Mr. Helm, of pictures of the vault of the Circuit Clerk of Winnebago County, to illustrate an editorial which I have prepared for The American Archivist.

I have already secured permission from the Circuit Clerk involved for printing these pictures.

mcn:lk

Morgant C. Norten
Archivist

Airie to Maria

THE LIBRARY OF CONGRESS * WASHINGTON

Photoduplication Service

January 7, 1946

Hiss Margaret C. Norton, Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Please pardon this belated reply to your letter of December 11th.

I think it would prove desirable to print in The

American Archivist the "Standard for Permanent Record Photographic Microcopying Film" as published by the National Bureau
of Standards, or the almost identical standards for photographic record film published by the American Standards Association, 70 East Forty-fifth Street, New York 17. These standards
are practically identical and either would do.

The standards of the Bureau of Standards were not printed but were mimeographed. The photostatic copy you have is of the mimeographed publication.

Very truly yours,

George A. Schwegmann,

GAS:ms

ALBERT H. SCHNEIDER

MAP MOUNTING . BOOKBINDING RECORD PRESERVATION

P. O. BOX 592 ARCADIA, CALIFORNIA

February 20, 1946.

Margaret C. Norton Archives Department Illinois State Library Springfield, Illinois.

Dear Mrs. Norton;

Enclosed you will find what I hope will be a satisfactory exposition on bookbinding materials and methods which should be used to produce satisfactory results in public records.

In this I pointed out what materials I have found most desireable after seeing the results produced by the use of other types of materials.

There are many phases of restoring records that I could not easily go into. All of these, silking and framing brittle records and manuscripts, splicing new paper where corners are missing, rebuilding new sewing folds etc. etc. are not within the realm of the ordinary bookbinder. Each of these subjects would require quite a lengthy article to properly cover them.

There is one thing that I should perhaps have included in my recommendations regarding the matter of sewing old records. I have noted an increasing tendency to sew Deed Records etc by cutting off the old sewing fold and then sewing perhaps ten or more sheets in a sewing machine---somewhat in the manner old library books are resewed. When this has been done it merely results in the perforation of the paper with disasterous results to the record in a few years especially if it is one that receives a lot of use.

If you think that this should be inserted in the article you may well do so. You may wish to edit it a bit anyway and that is perfectly alright with me. I hope it does some good.

I am indeed happy to cooperate in any way that I can in the interest of better records.

I will greatly appreciate your sending me a few extra copies of the publicateion when and if you publich this piece.

Yours very truly,

albert a Schneider

File: answer auchwich

1105 South Second Street Springfield, Illinois February 25, 1946

Mr. Albert H. Schneider P. O. Box 592 Arcadia, California

Dear Mr. Schneidert

Thank you very much for your article, "Some Practical Suggestions Regarding Specifications for Rebinding Public Records". This is exactly the information I have been seeking. I believe we should include the paragraph on trimming and stitching the margins.

Since asking you to write this article for Illinois Libraries I have been elected the new Editor for The American Archivist, which is the quarterly journal for the Society of American Archivists. It occurs to me that your article is of more than local interest, and I wish your permission to print in The American Archivist instead of in Illinois Libraries if we can get it in an early issue. If not, I will print it in Illinois Libraries.

Sincerely,

Editor-Elect The American Archivist

mcn:lk

ALBERT H. SCHNEIDER

MAP MOUNTING . BOOKBINDING RECORD PRESERVATION

P. O. BOX 592 ARCADIA, CALIFORNIA

March 6, 1946.

Margaret C. Norton 1105 South Second Street Springfield, Illinois.

Dear Miss Norton:

You letter of February 25th reached me today.

You may use the article just as you see fit either for The American Archivist or the Illinois Libraries or both. I hope that it does do some good for Public Officers with rebinding problems.

I will greatly appreciate an extra copy or two of the publication bearing the article.

If there is ever any other way I can be of assistance I shall be glad to render any service within my powers.

Sincerely,

P.S. Congratulations on being selected for the Editorship. I had hoped you would continue in the office of President.

A.H.S.

Miss Ruth Thompson Minneapolis Public Library Minneapolis 3, Minnesota

Dear Miss Thompson:

Mr. Lewis Beeson of the Minnesota Historical Society has asked me to write you in regard to your proposed article on pictorial archives for the American Archivist.

I concur entirely in the suggestions he made to you in his letter of October 9. I think there is no need for further discussion with others. I get the impression that if you put down on paper in your own way what you know about pictorial archives, all of us will be pleased. As regards the time to submit the article, I hope you can have it ready early in the coming year. Please let Mr. Beeson or me know how you make out.

Sincerely yours.

Carl L. Lokke



The National Archibes

Masqington 25, B. C.

.25 February 1946

Miss Ruth Thompson Minneapolis Public Library Minneapolis, Minnesota

Dear Miss Thompson:

I return herewith your article on pictorial archives.

I have taken the liberty of showing it to several of my colleagues in order to check my impressions against theirs. We all agreed that it ought to be published with, perhaps, several slight changes. I pass along for your consideration several suggested changes.

We demurred at your use of the term "pictorial archives." Strictly speaking the term "archives," as used by archivists, refers to records of any sort, including pictures, created by some operating body in the course of its business. Pictorial materials brought together from various sources would accordingly form a collection rather than "archives." It is suggested therefore that you give the article some such title as "The care and arrangement of pictorial materials," and make the appropriate changes in the text.

I would omit the first two sentences and begin: "This article deals with my work during"

The editor-elect of The American Archivist is Miss Margaret C. Norton, 1105 South Second Street, Springfield, Illinois. I hope you will be able to submit your article to her shortly. She is, I have reason to believe, interested in getting manuscripts like yours. Best of luck to you!

Sincerely yours,

Oarl C. Lokke



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MINNEAPOLIS PUBLIC LIBRARY 444/4/4/4//////////////////// MINNEAPOLIS, MINN.

Glenn -ewis, Librarian

Miss Margaret C. Norton, Springfield, Illinois, Dear Miss Norton:

I am sending you this article at the suggestion of Mr. Carl Lokke, whose letter I am also enclosing.

Away last September Dr. Lewis Beeson asked me to write an article about my work for the American Archivist. I hesitated quite awhile, then wrote one and sent it to him for approval. He was away from the city for quite awhile, so I did not hear from him until in January. Dr. Deeson said to send it to Er. Lokke.

Finally my attempt at writing such an article will be reaching you. You can do with it as you wish. If by any chance it is published, it will be after my retirement from the library because of pension regulations. I retire on April 16, much to my regret, for my enterprize of a Minneapolis Collection is beginning to be very useful and popular. Except for my salary during the past few years, the Collection has been a "free" undertaking. Librarians seem to be like other people, a few of them much interested in local history, and the others not at all interested. Although the importance of local history study is growing rapidly, I am glad to say. Professors at the University of Minnesota are now setting their students to work on detailed local history research. So a public library needs more than ever before local material of every kind about its community.

Yours very truly,

Buth Thompson
Minneapolis Collection
Winneapolis Fublic Library

March 23, 1946

audioust.

1105 South Second Street Springfield, Illinois Friday, March 29, 1946.

Miss Buth Thompson 4600 Upton Avenue, South Minneapolis, Minnesota

Dear Miss Thompson:

Your article entitled "The Collection and Preservation of Historical Pictures in the Minneapolis Public Library" is accepted for publication in an early issue of the American Archivist--probably the July issue. Unless we hear from you to the contEary, we shall assume that you do not need to see printer's proof on this.

Thank you very much for this contribution. It is the sort of information which our members find very useful, and you have described it in an entertaining manner.

Somehow I cannot find it possible to sympathize with you in your pending retirement. Personally, I am looking forward to mine after a few years with keen anticipation, although I suppose it always takes people like us, who have been busy and in the center of life for a number of years to find ourselves without responsibility. I do hope for you that you will enjoy your new life as much as you obviously have your previous work.

Very truly yours,

Editor-Elect THE AMERICAN ARCHIVIST

monilk

1105 South Second Street Springfield, Illinois February 19, 1946

Mr. Paul N. Wilson, Circuit Clerk Winnebago County Rockford, Illinois

Dear Mr. Wilson:

A year or so ago the Illinois State Library Archives Department sent our Photographer to Rockford to take photographs of your vaults, illustrating the handiceps that the old-fashioned, poorly planned high vaults put upon an official, and also the new filing cabinets which you have installed in your office, which permit quicker service to the public. As the new Editor for The American Archivite, the quarterly journal of the Society of American Archivits, I am planning to write an editorial on this subject.

No court house architect that I have ever heard of seems to have any conception of the fact that county officials are primarily keepers of records and that they should not only be furnished with up-to-date equipment but that the vaults should be so constructed that this equipment can be used. When and if Winnebago County gets its new court house, I hope that the architects can be impressed with the idea that you need something better than an oversize closet or a cubby hole made from left-over space.

In the meantime, I would like your permission to use some of the photographs we took in your office to illustrate the point I am trying to make in this editorial.

Since Mr. Blood's resignation as Field Visitor for Archives we have had no replacement and have not been able to carry on with the good cooperation between county officials and the Archives which he started. However, the Archives Department of the Illinois State Library is always ready to be useful where and when it can to county officials in their record problems. As a native of Rockford and a niece of the late County Clerk, Marcus A. Norton, the Winnebago County Court House and its occupants is of course very dear to me.

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

mcn:lk

Paul N. Wilson
CLERK OF THE CIRCUIT COURT
WINNEBAGO COUNTY
Rockford, Illinois

Miss Margaret C. Norton, Editor-Elect, The American Archivist 1105 South Second Street, Springfield, Illinois

Dear Miss Norton:

In connection with your editorial on the subject of handicaps of old-fashioned equipment to be published in the American Archivist, you may use any or all of the photographs which were taken of our vaults by Mr. Blood sometime ago. I am very glad to be of any assistance.

PNW/Str.

Sauf M. Wilson Clerk of the Circuit Court

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THE SOCIETY OF AMERICAN ARCHIVISTS

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25, D. C.

June 4, 1946

ADDRESS COMMUNICATIONS TO: LESTER J. CAPPON, SECRETARY P. O. BOX WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton, Editor The American Archivist 1105 South Second Street Springfield, Ill.

Dear Miss Norton:

My reply to your letter of May 25 has been delayed by the fact that I have been moving. My home address is now 6645 Barr Road, Washington 16, D. C. Despite the postal address, it is not in the District of Columbia but in Maryland.

I am flattered by your invitation to me to prepare a President's page for each issue of The American Archivist. The pressures upon my time are so great, however, that I cannot commit myself to do so, even for the October issue, and I may not be President after the October meeting. Just how I am going to find the time to prepare a respectable presidential address for that meeting is giving me some concern. All I can say, therefore, is that, if any bright ideas occur to me and I find it possible to get them down on paper and get them to you by August 1, I will do so, but you must not count on receiving anything from me.

Sincerely yours,

Solon J. Buck

Solon J. Buck

Research in Public Administration, Part I, Report of the Committee on Public Administration of the Social Science Research Council, 1934-1945, by William Anderson, and Part II, Research in Public Administration, 1930-1945, by John M. Gaus. (Chicago. Public Administration Service, 1945. Pp. xiv, 221) 43.00)

.1 .

In 1933-34, the Committee on Public Administration of the National Research Council was reorganized, and, with the aid of grants generously provided by the Rockefeller Foundation, undertook, with staff assistance, a program of research in the field of public administravion. The present volume is a report on the accomplishments of that research program, together with a report by John M. Gaus, prepared at the request of the Committee, "designed to sketch out the setting in which the Committee worked and to show something of the events and trends in public administration during the wears of the Committee's activity." As Dr. Gaus points out in his report, this was the period of great expansion in the functions of government due to the coercive forces of depression and war. In addition to a report on the research program of the Committee contained in the first five chapters. Part I of the book includes a chapter on "Finances. Headquarters. and Staff." one entitled "The Service and Influence of the Committee on Public Administration, " and the final chapter, "Recommendations for a Postwar Research Program in Public Administration." while appendices furnish information as to personnel, conferences held by the Committee, a list of its publications, and the initial formulation of the research program in 1934.

The research program of the Committee was an ambitions one, including projects to be carried out directly under the Committee, and projects to be assigned to other individuals, research gencies, and universities. It provided for the general stimulation of research as well as for the accomplishment of specific projects, and employed a variety of methods to accomplish its goals. Of particular interest

to archivists and others engaged in the field of record administration will be the specific projects described in the first two chapters of the report of the Committee under the heading "Major Research Projects" and "Capturing and Recording Administrative Experience." This review, therefore, will be confined to comments on the activities of the Committee included in these categories.

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The "Major Research Brojects" were planned by the Committee and its research staff, approved by the Council, carried out and published by the staff, in the years from 1935 to 1941. The work was done by those to whom it was assigned, and the publications were credited to their respective authors. There was a general agreement that the work on each subject would be done in direct contact with being the institutions, persons, and materials (studied, rather than in sole reliance on library materials. Five projects comprised this group.

The studies included in The Administrative Aspects of the Social Security Program, National and State, more than those of any other major investigation undertaken by the Committee, were "designed to be of immediate aid to the national and state governments in providing sound administration of a new legislative program," and were outstandingly successful in this respect, according to the report.

In the Survey and Appraisal of City Management under the Council-Manager Plan, a comparison was made of city management before and after the council-manager plan was placed in effect, based on careful studies of administrative methods in eighteen cities, studies which, according to the report, are generally recognized to "constitute an

important landmark in the development of American municipal management and in the objective study thereof."

The <u>Survey of the Governmental Research Movement</u> was undertaken at the instigation of the American Research Association, "an organization representing primarily the privately supported bureaus of municipal and government research," but included also "a number of members from university bureaus, governmental agencies, taxpayers' associations, and other groups." In this survey, the work research was meant to connote "the firsthand study of government in operation, as distinct from mere library research and ivory tower speculations." The survey resulted in "the clear characterization of the privately supported bureaus of municipal research as primarily agencies of citizen control over government rather than governmental research institutes." It is interesting to note that later discussion led to a reorientation and reorganization of the American Research Association, and the separate organization of the American Society for Public Administration.

The project culminating in the volume <u>Public Administration and</u>
the United States Department of Agriculture had for its purpose the
study of and important department "generally reputed to have high
standards of work," in which it would be thoroughly examined "in all
its important aspects though not in every minute detail, so as to set
forth in proper relationship to each other, its mandate, its public
support, its organization, its personnel standards, its major services,
and its methods of work, in order to determine 'what makes it tick'
and, if possible, how and why it obtains good reaults." The book was
designed not to be "complete and definitive" in itself, but rather as
a "central pilot study" and "guide to further research," and, according
to the Committee, was highly praised for its insight and philosophical

breadth.

During the <u>Survey of Education for Public Administration</u>, twenty American colleges and universities offering training courses in public administration were visited, their work observed, and teachers, students, administrative officers, and faculties of closely related fields interviewed. At the same time, a "sampling of opinions of administrators who had employed men and women who had been in the college training programs as well as those who had recently entered government service following their training," was taken. The project ended in a published report in two parts, entitled <u>Education for Public Administration</u>. The first part consisted of a generalized statement on "Problems of University Education for Public Administration," which, according to the Committee, has been widely acclaimed as the best on the subject.

It is highly significant that, in the new approach to the study of government activities exemplified in the major research projects described above, the scholar at work has abandoned the ivory tower and has enstered the arena itself, relying for its information not so much on the published material of the library as on the close firsthand observation of events as they occur, personal contacts with the administrative participants, and the study of record material, which is, of course, the evidence of administrative activity. The future trend of research in this direction emphasizes more strongly than ever the importance that should be attached to the proper administration of "the record" of government agencies as evidenced by their record documents.

The research projects directed toward the "Capturing and Recording Administrative Experiences" are perhaps most directly related to the interests of the historian and the archivist. In its report, the . Committee reconnizes that "the work of the historian is in a sense that of recapturing and recording in their true relations the events of the past, no matter how remote," and that "most of the work of the historian must be done without benefit of direct observation of the events described, or of discussion with those who participated therein," and that "the historian requires, therefore, special training and insight in the ways of finding, utilizing, interpreting, reconstructing, and correlating such available written, printed, or other records as may bear upon his particular problem of research." But the Committee bewails the fact that "the records are woefully incomplete," and that "so much has never been recorded in any way, or has been inadequately written down, and that so much that was recorded has been irrevocably lost."

While the Committee admits that the reasons for the lack of recording has never been analyzed, it attaches some importance to the following factors: (a) the partisan political character of much public administration in the past, especially in state and local governments, with its frequent ousting of officials in order to replace them with new and often inexperienced and untrained men; (b) the consequent failure of administrators to appreciate the importance of adequate records or to develop a tradition or technique of documentation; (c) on the part of other administrators, the sheer lack of time to do such things personally, and the lack of staff aids to do the work for them; (d) the necessity for secrecy in the public interest in cer-

tain cases, and, unfortunately, the desire for itsin other instances where a written record might be in the public interest; and (e) an unwillingness to be committed in writing to a decision that may later have to be changed." In the face of the circumstances indicated above, the Committee sponsored certain activities that contributed to "building up the record."

The first group of studies dedicated to that end were "The Capture-and-Record Projects of the Committee on Public Administration." which were initiated in 1935 and completed just before the outbreak of war in Europe. The purpose was "to capture, record, and lay the basis for the appraisal of measures instituted in the United States for grappling with the consequences of the world-wide social and technological changes that have been coming to a climax in the postwar period," the end object being, "if possible, to get fixed points of guidance - to add to the store of principles of administration, so that, as government faces new problems and extends still further its activities, its regulatory functions, and its economic enterprises, those who must make the administrative decisions may profit by recent and current experience." The three major projects included in this group were concerned with "the novel ventures in government" rather than with the "older going concerns." - specifically, the Social Security Board, the Works Program of 1935, and the Tennessee Valley Authority.

The other group of capture-and-record studies, the "National Government Projects on Records of War Administration," owes their its initiation to the imminence of the war in Europe. Just before the war broke out, members of the Committee "sensed that soon the United States government would be involved in a defense program," and, if we should

be forced into the war, there would be tremendous changes in government and in the national economy. It was realized that the war would provide additional opportunities and that there would be a great need for capture-and-record studies. The need was emphasized by the fact that the government was already handicapped by "the lack of adequate contemporary administrative observations and studies during World War I in its preparation for the coming war. Pendleton Herring, a member of the Committee, was successful in convincing the Director of the Bureau of the Budget and the Head of the Division of Administrative Management, of the need for launching a government capture-and-record project, with the result that, after consultation with the President, there was established the Committee on Records of War Administration, an advisory body composed primarily of persons outside the government service in the fields of history, political science, and public administration. To carry out the work of the committee, there was created in the Division of Administrative Management of the Bureau of the Budget, a War Records Section, whose two-fold function was to prepare administrative studies based on Bureau records, and to encourage and assist other federal agencies in the establishment of war history units. The section was placed in charge of Dr. Herring, who also served as Secretary to the Committee on Records of War Administration.

The methods used varied widely in different agencies. While in some agencies, little more that the selection of documents and their preservation was undertaken, and in other cases the work was treated as an adjunct to the public relations activities, in most instances an attempt at current reporting and analysis of administrative experience was attempted. The success of these ventures, the Committee indicates, depended largely on the place of the historical unit in

the agency organization and the access to confidential records granted to the historical officer. The Committee cites four successful developments in which the activity was related in some measure to current operations, (1) The Army Air Forces, where the historical office was part of the Control Division, making it possible for the historical record to grow out of the daily work; (2) the War Production Board, where the historical officers served as part of a general secretariat where they had direct access to all important files and where their reports and analyses were used currently for a better understanding of the background of pending policy; (3) the Department of State, where the war record activities fitted nicely into the work of the Division of Research and Publication; and (4) the Department of Agriculture, whose Division of Research and Statistics undertook the task of compiling and analyzing the Department's wartime story.

Impressed by the favorable results of the capture-and-record studies, the Committee makes five recommendations, briefly summarized as follows: (1) that support be given to a movement for increasing the attention paid by historians, other social scientists, and government officials, to administrative history; (2) that support be secured for and comprehensive a more enlightened/program of recording public administrative actions and results; (3) that support be given to a movement to establish an "appropriate historical and records officer" in every important agency vof government - national, state, and local, whose duty it would be to write out notes on matters that would otherwise be neglected, to select and file in proper order all the mimeographed, printed, and other materials that are important in the work and development of the agency, and to make it unnecessary for any agency to preserve the great quantities of useless papers that in some agencies now exist; (4) that some way ge found to supply as fully as possible a capture-and-record service

for all significant new developments in government, from the outside, by objective, trained scholars; and (5) that graduate students in history, in public administration, and, in certain cases, in other social sciences, be encouraged and assisted by their professors to get out of the library and into the field where they can observe developments directly, have contacts with developing institutions, and hold discussions with men and women who are making history.

It seems to this reviewer that the comprehensive research experience of the Committee on Public Administration, and the body of ideas that have taken form and are being chrystalized as a result of experience in the capture-and-record adventure, must be regarded as a major stepping stone on the road to more enlightened public administration. Especially to be commended is the emphasis on the importance of administrative history to the current conduct of government, the need for proper documentation of administrative activity, and the broadening of the basis of research to include not only the published materials of the library, but also the direct observation, contact, and study at the scene of action.

In the mind of the thoughtful archivist, some questions will no doubt arise as to the ideas expressed in the report. For instance, the difference in value between a body of documents which accumulates involuntarily as a by-product of administrative activity, and a record consciously made for the purpose of capturing the story of administration as it unfolds, is not made clear in the report. True, the Committee does decry the wholly inadequate records of the agencies - that condition being given as the reason for the capture-and-record studies. Also, the Committee does raise some question concerning studies made under the auspices of the head of the agency being studied, by investigators either within the agency, or merely attached to the agency under

'a commitment as to release of the findings for publication by the head of the agency. It would seem that the capture-and-records studies would have historical value in proportion to the extent they were supported by authentic record documents, but can the studies be acceptable in place of the records?

The fact that the records of the agencies are wholly inadequate is due, in the opinion of this reviewer, in large measure to the low standards of record administration obtaining at this stage in its evolution rather than to the lack of written records. For many years, y concurrently with expanding government activities, this reviewer has noted the increasing use, by policy formulating officials, of the "memorandum for the files" in which ais noted items of intelligence. discussions, and agreements arrived at in conference, on the telephone, at hearings, and in reading. The very necessity for communication in a large and complex organization, and the need for reminders of future action to be taken growing out of present activities, are compelling reasons for a more adequate written record. It is true, however, that this informal but important type of policy document is often retained in the private offices of officials and staff members, who often look upon them/more in the nature of personal papers rather than as official record material.

The field of record administration, however, is now in the throes of a concerted movement to esstablish higher standards, a movement which received great emphasis when the National Archives was established, and more recently when the Bureau of the Budget became interested in the record problem. While it is currently involved in the problem of bulk and the need for disposition posed by the enormous accumulations consequent on early neglect, depression, and war, it must ultimately attack the problem of the effective organization of valuable material

to meet the reference needs of modern administration. The attainment of that objective would indeed be a milestone on the road to better public administration. At this point may we look forward with hope to the time when both the administrator and the student of public administration will have at hand the facility of a reference service based on adequately organized and coordinated record material, and the capture-and-record technique developed byrough the efforts of the Committee on Public Administration.

Helen L. Chatfield, Record Officer, Bureau of the Budget, Executive Office of the President.

April 30, 1946.

THE AMERICAN ARCHIVIST

Published Quarterly by the Society of American Archivists University of Illinois, Sponsor

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News Notes
KARL L. TREVER

May 11, 1946

Miss Margaret Norton, Editor THE AMERICAN ARCHIVIST 1105 South Second Street Springfield, Illinois

My dear Miss Norton:

This will acknowledge your letter of May 8 and will inform you that we shall endeavor to meet your August I deadline for the October issue.

Mr. Trever had already informed me of your difficulties with Miss Chatfield's review. The pruning should be easy: the review does not really start until page 9 and you could retain the first paragraph as introduction. I note that you are going to write her direct and settle the matter. The business of the Chatfield review raises the question of how much the book review editor is "leg man" and how much he is sub-editor. In the past he has been "leg man" to Editor-in-Chief. Would it assist you if I took it upon myself to limit the wordage in your behalf?

Thank you for the information on the Swiss publications and I'll try to do something about them. I have let out the new War Department Manual on Microfilming to Dr. Tate. Miss King of the Michigan Historical Collections has promised to do the first two annual reports of the Colorado archives.

Sincerely yours,

Richard q. wood Richard G. Wood Book Review Editor THE AMERICAN ARCHIVIST

RGW:rlw

on Authorist

1105 South Second Street Springfield, Illinois May 17, 1946

Mr. Richard G. Wood Book Review Editor The American Archivist 600 Lawrence St., N.R. Washington 17, D.C.

Dear Doctor Wood:

So far I have not yet written to Miss Chatfield, but expect to do so within the next few days.

You ask whether I consider the Book Review Editor as a "leg man" or as a sub-editor. Inasmuch as your name goes at the top of the section as editor of the section, I feel that you should be in every respect editor, with the exception that I reserve the right to postpone publication or reject for publication reviews as seems desirable from the over-all point of view of the managing editor. Of course, I would not reject a review without consulting you first.

The question has been raised as to editorial style. Tentatively I would prefer to have the editors conform to present practice with respect to placement of titles and signing of reviews and would suggest that for other points of style we conform to the University of Chicago press manual on style.

Sincerely.

Editor THE AMERICAN ARCHIVIST

mcn:lk

January William June 20, 1946 Miss Helen L. Chatfield Bureau of the Budget Office of the President Washington, D. C. Dear Miss Chatfield: I owe you a sincere apology for my failing to have written this letter to you somewhat sooner. Your review of "Research in Public Administration, Part I', came just as I was getting the July issue ready for press. On account of the length of your review I had to omit it from the July issue. I am now working on the October issue, in which I wish to run your review. However, I am inclined to believe that your review is somewhat too long. It is our policy to limit reviews normally to approximately 1,000 words unless the publication being reviewed is a foreign publication which it would be difficult for our members to procure or unless the publication is of exceptional significance. Mr. Wood suggests that the most significant part of your review begins with page 9 and that perhaps the earlier pages could be omitted. However, I would not want to make such a change without getting your consent. Possibly you might prefer to rewrite the review in a shorter form. Certainly we want a review of this publication and certainly we want you as the reviewer. I will be glad to conform to your wishes in relation to this review. Sincerely. Editor mcn:lk

3700 Massachusetts Avenue, N. W., Washington 16, D. C. July 6, 1946

Miss Margaret C. Norton, Managing Editor, The American Archivist, Archives Department, Illinois State Library, Springfield, Ill.

Dear Miss Norton:

Ever since I handed in my review of Research in Public Administration to Mr. Wood, I have been regretting that I hadn't had time enough to write it over in much shorter form. I was delighted, therefore, to get your letter of June 20th, in which you suggest that I rewrite the review for the October issue. I shall do so, and keep it within the thousand word limit. Shall I submit my rewrite directly to you, or through Mr. Wood - and what is the deadline for the October issue?

Since I came to the Bureau of the Budget, I have been sharing an office with Dr. Fritz Morstein Marx, who is staff assistant to the Director. He is a political scientist, a very effective writer in the field of public administration, and has spoken a number of times before the Interagency Records Administration Conference. He has done much to interest administrators and officials in the field of record administration. What would you think of my sounding him out about writing an article for the American Archivist?

One more thing - which should have come first - I want to tell you how delighted I am that you are now the editor.

Sincerely,

Jelen L. Charfield

July 11, 1946

Marie La Franch

Miss Helen L. Chatfield 3700 Massachusetts Avenue, N.W. Washington 16, D. C.

Dear Miss Chatfield:

Your cordial note of July 6 promising to rework your review on "Research in Public Administration" has relieved my mind considerably. I hesitated to ask you to cut it down but felt that if I let it go through I would be setting a precedent. I did let Dr. Palsits' long review of the annual report of the Archivist of the United States go through because this was in fact a strong editorial urging better financial support for the institution.

I appreciate your suggestion that perhaps Dr. Fritz Morstein Marx might be willing to write an article for The American Archivist and would appreciate it if you would approach him on the subject. You would have a better idea than I about the subject to be assigned to him.

The deadline for the October issue is August lst. When times get back to normal we may be able to move the deadline up to a month prior to issue, but at present the two months is necessary in order to get the issue out approximately on time.

Judging from our own weather here your students at the short course must have had a more comfortable time than they had last year. I still hope that some of your lectures can come out in the American Archivist. I am hoping that Dr. and Mrs. Posner will visit us next month, and I am going to discuss this with him.

Please feel free to make suggestions and criticisms of The American Archivist. Some of our members on the Council wrote methat it was my job to inject a "shot in the arm" of The American Archivist. Perhaps I can be the hypodermic needle, but the members of the Society must furnish the medicine.

Sincerely,

3700 Massachusetts Avenue, N.W., Washington 16, D. C.

July 31, 1946

Miss Margaret C. Norton, Editor, The American Archivist, Archives Department, Illinoia State Library, Springfield, Ill.

Dear Miss Norton:

Enclosed is my revision of the review of Research in Public Administration which you returned to me for revision on June 20th. I hope the present writing is not too long, as it is a little over 1000 words in length.

Or. Morstein Marx has promised to write an article for the American Archivist on Documentation in the Federal Government, and I am writing out a lacture I gave to the summer students on the Principles of Record Administration, as Dr. Poener and a number of the students requested that it be published.

I like the new Archivist, but will refrain from further comment right now as I want to get this off to you by air so that you will have it tomorrow, the deadline.

Cordially yours,

Helen L. Charfield

August 14, 1946

Miss Helen L. Chatfield 3700 Massachusetts Avenue, N.W. Washington, 16, D.C.

Dear Miss Chatfield:

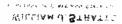
This will acknowledge belatedly, but with thanks, your splendid review which came just in time to be sent off with the other copy. The new review was worth waiting for, as I think you will agree with me. Owing to staff losses which we are having difficulty in fi ling, I am doing my own typing for the editorial office, which means I shall not perhaps be as prompt a correspondent as I have tried to be in the past.

I am delighted that Dr. Marx has promised to write an article on Documentation in the Federal Gove nment. I am even more pleased that at long last you are seeing fit to let us publish one of your summer school lectures.

Dr. Posner's inability to visit us this summer was a great disappointment to me as I was hoping we could get together on a number of points with respect to your archival courses. I think he is very wise to check up on his health before undertaking another strenuous school year. Wouldn't it be fine if the two of you could come here together some time? But don't put it off too long.

Sincerely,

Editor



All letters to be addressed :-

"THE SECRETARY."

Telephone: HOLBORN 0741-2.

RECORD OFFICE,

CHANCERY LANE, W.C.2.

16 Tuen 1946

You letter of the 2300 to he. Ten Kinson has been persento me with represent only review of the Bulletin was glie the time Anothers in him B.P.A.

Technical Bulletin no. 18. Neutre to Association nor

I have any objection to to being represented in his American Archivist - principly I wone to athirt to feeler

to the transfer of the second "flathing that it is comocies prefixent interest to be reprinted in your dively quarterly - but I feel and the Feekinson feels as the feel with the shale review of net be given, you'll a part by portions. I hope this will be promble. I enclose a copy get who a few corrections and atortions. 1 . . . The Jankimm harten wripped but · Kanda halika wa hopes to neturn next week, and will write to your fint bugueph. Yours truly M- Marquet C. Norton, De como Archives Dept. Slemois State Library

Springhees Ilmori

Unes con Wichings 1105 South Second Street Springfield, Illinois April 17, 1946 Mr. George J. Lacy Examiner of Questioned Documents 711 Shell Building Ecuston, Texas Dear Mr. Lacy: Mrs. Herbert Gambrell of the Dallas Historical Society has lcaned me her copy of your three pamphlets, "How the Questioned Document Examiner Proves the Facts", "Questioned Documents -- Genuine or Fraudulent?", and "Handwriting and Forgery Under Hymo-\$18". These articles deal with a subject which is of great interest to archivists, and I should like very much to publish the first two of these, or your revision of the same, in the American Archivist, which is the quarterly journal of the Society of American Archivists. Since this Society is small and has no subsidy, we are unable to pay for articles, but will furnish a limited number of reprints for the use of the author. In the case of your articles we should like to use your culls if they are still available. I am asking Doctor Lester J. Cappon, Secretary of the Society of American Archivists, to send you a

sample copy of this periodical so that you may see what it is like. I also refer you to Ers. Herbert Gambrell for further information about the Society.

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

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Mr. George J. Lacy Examiner of Questioned Documents 711 Shell Building Houston, Texas

Dear ar. Lacy:

Recently, Mr. Summerfield Roberts, who is a Trustee of the Dallas Historical Society, of which I am archivist, sent me for the society's files three most interesting articles of yours - questioned Documents, How the Questioned Document Examiner Proves the Facts, and Handwriting and Forgery Under Hypnosis.

I sent the articles to Miss Margaret C. Norton, Editor-Elect of The American Archivist. Miss Norton is State Archivist of Illinois, and a former president of the Society of American Archivists. Miss Norton found your articles most interesting, and I should like to inquire whether you would permit publication in The American Archivist?

The American Archivist is a scholarly quarterly, and cannot pay for articles published, but it has a national circulation among people who would be most interested in your studies. If you approve of the idea of publication in this magazine, would it be possible for the editor to borrow your illustrative cuts? Production of the cuts would be too expensive for the limited budget of the publication, yet they would certainly enhance the article. If you would be willing to lend them for this use, they would be well cared for and returned to you.

I should appreciate your advising me whether this suggestion appeals to you.

Sincerely

U. in . - Lead frankorell

co: Mr. Summerfield G. Hoverts

Blind carbon to Miss Norten -

George J. Laory Examinor of Questioned Documents Shill Ruilding Houston, Texas

April 24, 1946

Miss Virginia Leddy Gambrell Dallas Historical Society Hall of State Dallas 1, Texas

Dear Miss Gambrell:

This will acknowledge the receipt of your nice letter of April 19, 1946, concerning the publication of my articles "Questioned Documents", "How the Questioned Document Examiner Proves the Facts", and "Handwriting and Forgery under Hypnosis" in the American Archivist.

May I say that I would greatly appreciate the honor of having my articles appear in "The American Archivist", and this is Miss Norton's authority to publish same in the above publication.

I have today requested my printer to locate illustrative cuts and as soon as I receive them (within the next few days) I shall forward them to you.

Thanking you for this honor and privilege, I am,

Yours very truly,

GJL/11

MR. GEORGE J. LACY
EXAMINER OF QUESTIONED DOCUMENTS
SHELL BUILDING
HOUSTON, TEXAS

DEAR MR. LACY:

I AM MOST DELIGHTED TO LEARN OF YOUR WILLING-NESS TO HAVE MATERIAL PUBLISHED IN THE AMERICAN ARCHIVIST.

I AM FORWARDING YOUR LETTER TO MISS NORTON, AND WOULD SUGGEST THAT YOU POSTPONE MAILING THE GUTS UNTIL YOU HEAR FROM HER. (I AM NOT INFORMED OF THE PROCEDURE THE SOCIETY FOLLOWS IN TRANSMITTING GUTS TO ITS PRINTER, AND HENGE DO NOT KNOW WHETHER THE GUTS SHOULD BE SENT TO MISS NORTON OR THE PRINTERS.)

AGAIN, LET ME EXPRESS MY WARM APPRECIATION OF YOUR GRACIOUS WILLINGNESS TO PERMIT PUBLICATION BY THE SOCIETY.

SINCERELY,

OFFICERS

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VIRGINIA LEDDY Archivist DALLAS HISTORICAL SOCIETY

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DALLAS 1

APRIL 29, 1946

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HEN

TRUSTEES

MISS MARGARET C. NORTON ILLINOIS STATE ARCHIVES Springfield, Illinois

DEAR MISS NORTON:

I ATTACH CORRESPONDENCE WITH Mr. LACY.

! WAS NOT SURE WHICH OF THE ARTICLES YOU WOULD WISH TO USE, SO HAVE TRIED TO BE VAGUE ON THAT POINT.

PLEASE ADVISE HIM WHICH CUTS YOU WANT AND WHERE TO SEND THEM.

I AM RETURNING THE PAMPHLETS SO YOU MAY HAVE THEM BEFORE YOU IN CONSIDERING THE MATTER, BUT PLEASE ASK HIM TO SEND YOU REPRINTS OF THE ONES YOU WANT, SO THAT I MAY HAVE MINE BACK.

IN HASTE, BUT WITH REGARD,

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On with a diment

1105 South Second Street Springfield, Illinois May 6, 1946

Mrs. Virginia Leddy Gambrell, Archivist Dallas Historical Society Dallas 1. Texas

Dear Mrs. Gambrell:

Thank you so much for acting as intermediary with Mr. Lacy to get permission to publish his pamphlets. I have written him giving instructions for shipment of his cuts and an extra copy of his two papers. I have had your copy photostated to I can use that if worse comes to worst. I am, therefore, returning your copies.

I have been deeply touched by the cooperative spirit which members of the Society of American Archivists have displayed towards helping me get together TEE AMERICAN ARCHIVIST. After much thought on the subject of editorial policy I have come to the conclusion that THE AMERICAN ARCHIVIST has, using the analogy of library literature, been comparable to the LIBRARY QUARTERLY which is a scholarly review. Most of our members, however, especially those from the smaller institutions seem to want something that corresponds to the LIBRARY JOURNAL which is a magazine dealing with technical subjects in a popular and informal manner. It seems to me that we need both types of literature. Whether in such a small periodical as ours I can successfully combine these two things or whether I am simply going to spoil the good scholarly review, I do not know at present. That is why I am particularly anxious to get just the sort of material that is embodied in Mr. Lacy's articles.

My first issue is about ready to go the press. That is, I have it lined up but am waiting for promised instructions from the printer about the way he wants me to mark copy for type sizes. It is as could only be expected, I suppose—a compromise between what I want and what I was able to get.

Sincerely,

Editor
THE AMERICAN ARCHIVIST

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Mariena of the care

1105 South Second Street Springfield, Illinois May 6, 1946

Mr. George J. Lacy Examiner of Questioned Documents 711 Shell Building Houston, Texas

Dear Mr. Lacy:

As soon as Mrs. Gambrell called my attention to your articles on questioned documents I knew they were exactly the sort of thing which would be of interest to the readers of THE AMERICAN ARCHIVIST. It is very kind of you to permit us to reprint these and particularly to loan us your cuts which as Mrs. Gambrell has explained to you we would be unable to supply ourselves.

The two documents which I particularly wish to reprint are the two entitled, "Questioned Documents, Genuine or Fraudulent?" and "How the Questioned Document Examiner Proves the Facts". As we shall not print these before the October issue, it would be better for you to send the cuts directly to me, and I would suggest that they be addressed to my office rather than to my home; namely, to the Archives Department, Illinois State Library. They may be sent collect. Please address this as personal. Since these will be published in one issue, you might like to edit your copy a bit. If you re-edit it, I would appreciate getting the typed copy at your surliest convenience and not later than August lat. If you think it will be all right to publish as it is. I would appreciate your sending me one copy of each of these documents to use as copy for the printer. You will, of course, be furnished with a few reprints, but I am unable to say at present just how many that can bm.

Sincerely.

Editor THE AMERICAN ARCHIVIST

men:lk

lun con actions June 24, 1946 Mr. George J. Lacey Examiner of Questioned Documents 711 Shell Building Houston. Texas Dear Mr. Lacey: In April you wrote to Mrs. Virginia Leddy Gambrell of the Dallas Nistorical Society that you were having the cuts for your articles on questioned documents shipped to me by your printer "within the next few days". So far I have not received them. As the October issue in which I propose to publish your articles will go to press on the first of August. there is no rush about sending these cuts, but I would like to know definitely that your printer has located them and that they will be available so that I can plan on using your article in the October issue. As I said before, we greatly appreciate your courtesy in allowing us to use these articles, which will be I am sure, very interesting to cur readers. Sincerely, Editor mon:lk

George J. Lacry Examiner of Questioned Documents Shill Building Heuston, Texas

July 1, 1946

Miss Margaret C. Norton Editor The American Archivist 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

In answer to your letter of June 24, 1946, may I say that I have received the cuts to my articles from my printer, and they will be mailed to you the first of next week.

I am sure that you will see that these cuts are returned to me without fail when they have served their purpose.

Yours very truly,

GJL/11

annean archivert

July 22, 1946

Mr. George J. Lacy Examiner of Questioned Documents Shell Building Houseon, Texas

Dear Mr. Lacyt

So far the cuts for your articles which you said in your letter of July 1st you were sending "next week" have not yet been received. As I hope to get the articles off to the printer by the end of next week, I should appreciate having you send them to us as soon as you can. We will, of course, be responsible for their return to you.

Sincerely.

Editor

mon: 1k

George J. Lacry Examiner of Questioned Documents Ad Building Houston, Texas

August 6, 1946

Miss Margaret C. Norton Managing Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Your letter of July 22, 1946 was awaiting me on my return to my office today. I presume that you have received the cuts by now.

If consistent, I will appreciate it if you will send me about a half dozen copies of the American Archivist in which my article appears.

You may return the cuts when they have served their purpose.

Sincerely yours,

GJL/11

MEMBER AMERICAN SOCIETY OF QUESTIONED BOCUMENT EXAMINERS

George J. Lacry Examiner of Questioned Decuments Shell Building Houston, Texas

November 6, 1946

Miss Margaret C. Norton Managing Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

This will serve to inform you that the "cuts" to my articles were returned by the printer to me today. Many thanks for seeing that they were returned to me.

I have not as yet received any copies of The American Archivist in which the articles appear, but presume they will be forthcoming.

Again thanking you for the honor of having my articles appear in your publication, I am,

Yours very truly,

GJL/11

George J. Lacry Examiner of Questioned Documents Shell Building Houston, Texas

November 14, 1946

Miss Margaret C. Norton Managing Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

This will acknowledge with thanks the receipt of the reprints of my articles which appeared in your October issue.

I will greatly appreciate it if you will furnish me or advise me where I can secure a complete copy of the October issue of The American Archivist. I would like very much to have a copy for my permanent file.

Again thanking you for past courtesys,

Yours very truly,

GJL/11

I am.

November 20, 1946

Mr. George J. Lacy Examiner of Questioned Documents Shell Building Houston, Texas.

Dear Mr. Lacy:

In accordance with your request, I have directed our publisher to send you a copy of the October 1946 issue of The American Archivist in which your article appeared.

Our readers liked your article very much, and several remarks that is exactly the type of article they want. Your cuts, which reproduced well well, I thought, added a great deal to the interest and value of the article, and I am deeply grateful to you for your kindness in loaning them to us. I am relieved that they got back safely to you.

Sincerely,

EDITOR

Springfield, Illinois June 14, 1946

Mrs. Adelaide E. Minogue The National Archives Washington, D. C.

Dear Mrs. Minogue:

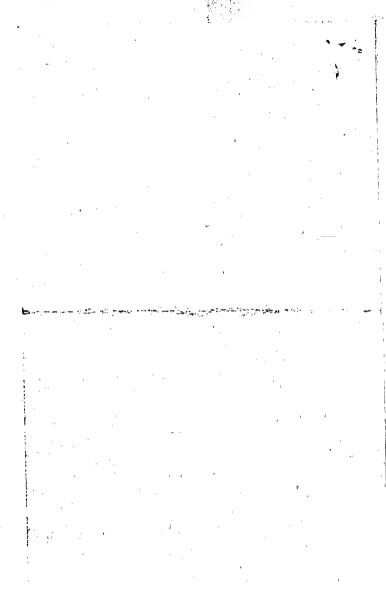
Dr. Broadman's criticisms of the use of cellulose acetate for records on film and for use in the lamination process have upset some of the members of the Boolety. Several have asked me why no criticism of the lamination process has ever been mentioned in the American Archivist. Dr. Broadman's articles are so biased that I would not care to publish them. However, there is a very interesting critique of the process in Mr. Evans' review of your book "The Repair and Preservation of Records." I intend to reprint this in the American Archivist but just to make things more lively, I would appreciate it if you would give us your comments on Mr. Evans' comments. You have doubtless seen this review in British Records Association, Technical Section, Bulletin number 18.

As the American Archivist for October goes to press August first I would appreciate your comments in time for publication in that issue if possible.

Sincerely yours.

Editor

MCN: fo



704 SOUTH OVERLOOK DRIVE

Dear Miss nortex:

ALEXANDRIA, VIRGINIA

June 23, 1946

Miss Murgaret C. Norten Editar The Comercian Orchinst Illinois State Sebrary Springfield, Illinois

your recent letter to me addressed to The National archeres has been dorwarded to my have here. Boil happens I han been an lean from that institution for fire manter and how retter boot touch with The recent publications in the orchiver full and I have in consequence not seen Mr Brans review of The Repair and Preservation of Records" to which you refort. I

Mrs. Adelaide E. Minogue 704 South Overlook Drive Alexandria, Virginia

Dear Mrs. Minogue:

The news that you are taking a leave of absence from the National Archives came as a surprise to me. I knew that Mr. Kimberly was back but assumed that you had merely slipped back into your former position as Assistant.

With respect to the reply to Mr. Evans' review, it seems to me that since he was reviewing your book you would be the proper person to make the reply. After you have seen what he said you can decide whether or not you wish to reply. If you decide not to do so. I believe I will merely quote the British Records Association section without comment, then if Mr. Kimberly wishes to defend his process in a later issue, he can do so. My thought was just to liven the discussion a bit. If after reading the review you feel you can write something, I will be very grateful, but please do not make it a burden.

Sincerely,

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Jory to be late

C. L. Kokke

18 June 1946

THE CAPTURED CONFEDERATE RECORDS UNDER FRANCIS LIEBER

Corrections and Additions

- P. 12, note 34, see below, p. 58-59 (change in page proof).
- note 35, read Harley, not Hartley.
- P. 16, line 6, read: Probably E. D. Townsend, the Adjutant General, or
- P. 30, note 94, read Woodward, not Woodword.
- P. 31, note 96,

.P. 38, note 107, read Cutts wrote, not Dana.

P.	40, note	109	
		•	
_			

P. 45, note 121, read see note 119, not 7.

Mr. Carl L. Lokke Committee on Research THE AMERICAN ARCHIVIST The National Archives Washington, D.C.

Dear Mr. Lokke:

In reading proof on your article several questions have arisen about spelling inside of quotes. I assume these are typographical errors in your copy, but lest they should not be, I believe it would be safer to make the corrections on page proof. These are:

Page 14 Line 13 (Page 285 dummy, line 30)

Bismark

Page 26 Line 15 (Page 293 dummy, line 17)

195th Pennsylvania Volunteers to the 8th Regiment, U.S. V. Vols.

Should not U.S. V. Vols. also be s elled out, and if so, what does the V. stand for?

Page 54 Footnote 160 (Page 318 dummy)

"Subpoened" is used twice

I would appreciate your rely as soon as possible so that these amendments can be made before this goes to page proof, if possible. I am sending back galley proof tomorrow, but we may be able to catch these things before they get too far.

Sincerely,

EDITOR

The National Archives, Washington 25, D.C., 5 September 1946

Miss Margaret C. Norton, Editor The American Archivist, Illinois State Library, Springfield, Illinois

Dear Miss Norton:

Your letter of the 2nd reached me only today. I, cannot imagine what makes the mails so slow.

In regard to your questions re my article:

Page 14, line 13 (Page 285 dummy, line 30)

Bismark read Bismar[c]k Lieber, despite his German origin, misspelled the name as did others at the time

Page 26, line 15 (Page 293 dummy, line 17)

195th Pennsylvania Volunteers to the 8th Regiment, U.S.V.Vols.

I think it might be better to spell out U.S.V.Vols. to read

U.S. Veteran Volunteers

Page 54, footnote 160 (page 312 dummy)

"Subpoened", used twice is a typographical error. It should

read subpoensed

It is good to know that the galley proof stage has come and gone.

When the page proof comes, will you please make one more little correction:

pagel, line 4, write "four" in place of "five". The Union troops did not enter

Richmond until the morning of Apr. 3, 1865.

Sincerely,

Carl C. Cotolec

Mr. Walter McDowell Records Analysis and Installation Department Remington Rand, Inc. 315 Fourth Avenue New York 10, New York

Dear Mr. McDowell:

Miss Margaret C. Norton, Editor-Elect of <u>The American</u> Archivist has passed on to me a suggestion made to her by Mr. E. J. Leahy namely that you be asked to prepare an article on the work of your department.

I am glad to request you to be good enough to oblige us in this matter. Miss Norton is anxious to obtain articles which describe effectively the actual experiences of the writer on a records job. Please let me hear that you will put some of your experiences on paper for The American Archivist.

Sincerely yours,

Carl L. Lokke

00 Miss Margaret C. Merton CC Mr. E. J. Leaky C. C. Mr. W. M. McDowell - New York Mr. A. N. Seares - New York Miss W. C. Norton, Editor-Elect, The American Archivist, 1105 South

Second Street, Springffeld, Illinois

April 18, 1946

Mr. Carl Lokke Mational Archives Washington, D. C.

Dear Carls

In accordance with your request, I have discussed further with Walter McDowell the desirability of his describing the work of his Records Analysis and Installation Department in an article for The American Archivist. I have shown him reprints of some of my own articles and representative issues of The American Archivist. I am quite certain that I have succeeded in persuading Walter to undertake the article.

I do know however that Walter, like the rest of us, is extremely busy and I suggest you drop him a note from time to time to see how the article is coming. I think probably he's going to let me glance at it when he has it worked up. I will be as much interested in it as you and Miss Morton.

Sincerely,

hf

anie red (ten

1105 South Second Street Springfield, Illinois April 18, 1946

Mr. Walter McDowell Records Analysis & Installation Dept. Remington Rand. Inc. 315 4th Avenue Mew York 10. New York

Dear Mr. McDowell:

Mr. Carl Lokke who solicits articles for The American Archivist has sent me a copy of his letter of April 11th to you, in which he asks you to "describe effectively the actual experiences of the writer on a records job". P

Perhaps you understand from your conversation with Mr. Leahy what is wanted, but lest you would misunderstand from what Mr. Lokke has written you. I will explain what I had in mind in hoping that someone be found to write the article.

As a State Archivist, I am often asked, and even more frequently take upon myself to suggest, to various government officials that they should call in a commercial filing analyst to help them reorganise their files. As you doubtless know, the average politician thinks that any business illiterate who knows nothing about typing, stenography or bookkeeping can of course be an excellent file clerk. Last year when our State Civil Service Commission wanted to give a short course for file clerks they found there was no professionally trained file clerk in the entire State set-up. Your Miss Lavender was called upon and did give the course.

What I would like to have you explain in your article is what services the filing analysts can perform for a government official and how they do it. In other words, without writing a free advertisement for your company, I would like to have something which I could hand out to an official saying. "This is what you can get in the way of services". Also, I think it might be interesting to tell something about the way your filing analysts are trained and give any other information on the subject which you think would be of interest to our readers. Mr. Leahy writes me that he thinks you will be able to do this, and I am sure we will be very grateful if you can, because it is something which ought to be done.

Sincerely,

Editor-Floct THE AMERICAN ARCHIVIST

June 6, 1946

Miss Margaret C. Norton Editor-Elect The American Archivist 1105 South Second Street Springfield, Illinois

My dear Miss Norton:

I am enclosing copy of the article asked for and hope that it comes somewhere near your expectations. I am afraid I failed to acknowledge your letter of April 18 which did a great deal to clear up my impression of what was desired.

If this article meets with your approval, I would like to know in what issue you plan to use it.

Very truly yours,

REMINGTON RAND INC.

Systems Division

Walter M. McDowell LW

Sales Manager,

Sales Manager, • Records Analysis & Installation Dept

and and June 17, 1946 Mr. Walter M. McDowell. Sales Manager Records Analysis & Installation Dept. Remington Rand, Inc. 315 Fourth Avenue New York 10. New York Dear Mr. McDowell: Your article entitled "Getting Things Done" came while I was busy with the proof on the July issue of The American Archivist. I have only this week-end had a change to go over your paper in detail. This article will probably be published in the October issue of The American Archivist, but may have to be deferred since I may not be able to publish in that number everything which I have at hand. I greatly appreciate your taking the time to write this for us, because I know what an extremely busy person you are. However, more and more government departments are turning to organisations such as yours for help in their filing problems. and I for one am encouraging our Illinois departments to do so. Often, however, the very people who should turn to service analysis are unawage of their existence, and it seemed to us to be profitable for an article such as yours to be published so that they could be given an idea as to what services could be expected. Sincerely, Editor men:lk



June 25, 1946

Miss M. C. Morton, Editor The American Archivist 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

I just want to acknowledge your letter of the 17th. I am glad to hear that you hope to publish the article in the October issue and we welcome this opportunity to place some of the facts about our service where they may do someone some good.

Very truly yours,

REMINGTON RAND INC. Systems Division

Walter M. McDowell

Sales Manager, Records Analysis & Installation Dept.



September 16, 1946

Miss M. C. Norton, Editor The American Archivist 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

I would be very much interested to know whether your plans include publication in your October issue of the article sent to you last June.

Very truly yours,

REMINGTON RAND INC.

Systems Division

Walter M. McDowell LW

Sales Manager, Records Analysis & Installation Dept. Mr. Malter M. Mc Dowell Sales Manager Records Analysis & Installation Dept. Remington Rand, Inc. 315 Bourth Avenue New York, 10, N.Y.

Dear Mr. Mc Dowell:

Your article descriptive of the services rendered by your department of Remington Rand is being published in the October issue of the American Archivist. It should be out very soon because page proof went back last Saturday. TwentyOfive copies will be furnished you with our compliments.

I feel sure that our readers will like your article because it tells them what many of them do not seem to know too much about. Again I thank you for your kindness in preparing it for us.

Sincerely,



Mr. Gust Skordas Technical Committee THE AMERICAN ARCHIVIST Margland Hall of Records Annapolis, Maryland.

Dear Mr. Skordas:

Enclosed is the photograph which you loaned us. The cut came out very well. If you people want the cut when we get through with it, I will be glad to send it to you. It might be usable semetime. If you do not want it, however, it can remain in the archives of the editor's office.

I decided not to use the clippings you sent me this time because for reasons not under my control, the October issue is going to be practically a double number and I must cut printing cost corners somewhere. What you sent is exactly what I want for fillers, and please hunt for more of them.

Sincerely,

EDITOR

Niss V. H. Wolssburg St. Paul Fire and Marine Insurance Company 111 W. Fifth Street St. Paul 2, Minnesota

Dear Miss Wolssburg:

I am a member of the publications committee of the Society of American Archivists. The committee is interested in obtaining worthwhile articles for publication in the society's quarterly. The American Archivist. We hope to publish articles on records care and management, organization, use, and the like from business organizations and firms.

I am writing you to inquire if you would be willing to furnish an article of any length up to ten, double spaced, typewritten pages on the records of the St. Paul Fire and Marine Insurance Company. Such an account, I know, would be extremely interesting to the members of the Society of American Archivists, and it would place your firm in a rail light before the readers of the magazine.

I hope that you will agree to write an article along the lines \ idicated.

Cordially.

Acting Superintendent

ST. PAUL

FIRE AND MARINE

INSURANCE COMPANY

St. Paul, Minnesota October 2, 1945

Mr. Lewis Beeson Acting Secretary Minnesota Historical Society St. Paul 1. Minnesota

Dear Mr. Beeson:

Thank you for thinking of us for an article for The American Archivist.

I should like very much to write the article and the Company would be glad to have me do so. But we are wondering for what issue of your quarterly you would like to have it. If possible, we should prefer submitting it for some issue after the first of the year, as our system for the keeping of some of our records is at the moment undergoing some revision.

I should be able to offer a more satisfactory article; therefore, from your point of view - and ours - at a some what later date. There will be no difficulty, I am sure, in composing it along the lines indicated in your letter of September 25.

Sincerely,

Vernie H. Wolfsberg

Miss Vernie H. Wolfsberg St. Paul Fire and Marine Insurance Company 111 W. Fifth Street St. Paul 2, Minnesota

Dear Miss Wolfsberg:

Mr. Lewis Beeson of the Minnesota Historical Society has suggested that I write you in connection with the article you have kindly agreed to prepare for The American Archivist on the records of your Company.

I think it will be quite all right if you hold up the writing of the article until after the first of the year or whenever you complete the revision of your present system of record keeping. It appears that Mr. Beeson approached you at just the right moment, for the revision will doubtless bring to light various interesting items to use in the paper. I hope you will say something about the history of the Company.

There is no need to aim for any particular issue of our journal. The editor reserves the right to determine the contents of each issue. In general, however, I think the somer an article is submitted, the somer it is likely to appear. You see, we are anxious for you to have sufficient time to do the article as you want to do it, and also to have it sent to the editor as promptly as possible!

For our record, please let Mr. Beeson or me know when the article is ready to go to the editor.

Sincerely yours,

Carl L. Lokke

Mis Wolfston a letter dated them 19, 1946, mis Wolfston apround that she hassen her article to be brown Nute to be formed. CLI

F. R. BIGELOW. CHAIRMAN
C. A. DOSDALL. VICE
M. D. PRICE, VICE P

St. Paul Fire and Marine Insurance Company

FOUNDED 1853

Capital \$ 10.000.000 St. Paul 2, Minnesota May 7, 1946

Mr. Theodore G. Pease, Managing Editor THE AMERICAN ARCHIVIST 600 Lawrence Street N.E. Washington 17, D. C.

Dear Mr. Pease:

I sent my paper which Mr. Beeson asked that I write about this Company to Miss Nute of the Minnesota Historical Society some two months ago.

I have no idea whether or not she has sent it on to you, but thought that I should tell you that it was out of my hands and into hers.

Yours very truly,

ST. PAUL FIRE & MARINE INS. CO.

Vernie H. Wolfsberg

VHV:mie

Chronican Archive

1105 South Second Street Springfield, Illinois May 14, 1946

Miss Vernie H. Wolfsberg St. Paul Fire & Marine Insurance Co. St. Paul 2. Minnesota

Dear Miss Wolfsberg:

Miss Grate Nute of the Minnesota Historical Society sent me your paper on the records of your company last week. I am taking over the Editorship of The American Archivist from Professor Pease beginning with the July number, and at the time I received your paper I was struggling to get copy for my first issue ready to send to the printer. I acknowledged receipt briefly to Miss Nute, but intended to write to you in more detail.

Your paper is exceedingly practical, and I like it very much. So far I have not had time to study it in detail, but I think I may want you to make a few revisions; for instance, you have not said anything about your policy of disposing of records—whether all of the records you are discussing are counted as permanent records or whether they may be disposed of after a period of years. As this matter will be of very great interest to the members of the Society of American Archivists, I want to study your paper more carefully than I have as yet had time to do in order to suggest some other points which I may want expanded or contracted. It may be a couple of weeks at least before I get to this, but you will be hearing from me again. In the meantime, I wish to express my appreciation to you for taking the time to write such a careful paper.

I do not know just when this will be published--not before the October issue, and possibly even later than that. Sowever, I can definitely promise you that it will be published.

Sincerely,

Editor Ter American Archivist

mon:lk

Springfield, Illinois June 14, 1946

Miss Vernie H. Wolfsberg St. Paul Fire & Marine Ins. Co. 111 West 5th Street St. Paul 2. Minnesota

Dear Miss Wolfsberg:

Your article descriptive of the records of the St. Paul Fire and Marine Insurance Company reached me just as I was seeing the July Issue of the American Archivist through the press. I am now beginning the editoral work on the October issue, and so I am just now getting around to your article. Now that I have had time to study it, this proves to be even better than I thought it was at the first reading. There are three suggestions which I would like to make for revision.

- 1. Do you have a choice as to the title for your article or shall we simply call it "Records of the St. Paul Fire and Marine Insurance Company?"
- 2. Since most archivists are familiar with Soundex system I suggest that we condense your description of this by omitting part of page rix, that is down to the paragraph starting "all cards which describe the same."
- 3. It would be very useful to have you indicate the period that the various types of records are retained in the files. Presumably some of these are disposed of after a period of years. Since you mentioned in your latter the fact that your company is considering reducing some of your records by microphotography, perhaps your company has not yet formulated a disposal system for your obsolete records. If so, I would appreciate an insertion to that effect, in your own words, at whatever point you think would be best. "

I have not decided for sure which articles on hand will be published in the October, 1946 issue. I hope we can publish yours in that issue, because it is a sample of the type of articles we hope to publish about various industries. Your article will be published in an early number if not in the October issue. Since the October issue will go to press on August first, I would appreciate a reply on your revision before that date if possible.

Sincerely yours.

Editor

MCN: fo

C. A. DOSDALL, VICE PRES M. D. PRICE, VICE PRES C. H. KNOCHE, SECRETARY L. W. KING, SECRETARY J. B. CARTER, SECRETARY

St. Paul Fire and Marine Insurance Company

FOUNDED 1853 CAPITAL \$ 10,000,000

> St. Paul 2, Minnesota June 26, 1946

Miss Margaret C. Norton, Editor Archives Department Illinois State Library Springfield, Illinois

Dear Miss Norton:

HER, INVESTMENT OFFICER

I think that the suggestions made in your letter of June 14th regarding my article are excellent.

- l. As to the name of the article, your suggestion meets with our approval. I think that "Records of the St. Paul Fire and Marine Insurance Company" covers the subject matter very well.
- 2. As to the Soundex system, I am very glad that you feel it does not need as much description as I gave it in my piece. The original article did not contain as much of it. At the suggestion of Miss Nute of the Minnesota Historical Society I added the part which you wished to eliminate. I shall appreciate it, therefore, if you will eliminate that portion which begins as follows: "All cards which describe the same."
- 3. We do have a definite method of disposal of old records. I do not know why I did not include this in the article but attached are two small paragraphs which briefly cover the subject. If I went into the matter more minutely, it would take pages, and it seems to me that what I have said gives enough suggestions to anyone who might be interested, to enable him to work out his own system. I would suggest that this be inserted after the paragraph which reads, "Expirations are ascertained once each month by consulting the registers. This is done at the time that expiration notices are written for use of the agents throughout the country."

The paragraph which should follow the attached begins with the sentence, "The dailies of the other companies and other departments are also checked in the Impaired Record

St. Paul 2, Minnesota June 26, 1946

Miss Margaret C. Norton, Editor

Department. If, however, you have another idea as to the insertion of this material, will you kindly use your own judgment. As nearly as I can tell from the copy of my material, which I kept, this insertion should come on page 8. My material, however, has been so worked over that I am not sure that the copy which I sent you agrees with mine as to page numbers.

Thank you for your letter of June 14th. I appreciate your good opinion, and if there are any further suggestions which you have to make, I shall be glad to hear them.

Sincerely,

VW: ft Enc. July 3, 1946

Miss Vernie Wolfsberg St. Paul Fire & Marine InsurancE Co. St. Paul 2, Minnesota

Dear Miss Wolfsberg:

Thank you very much for the additions and amendments to your article on the records of your copany. The changes will be made in text in accordance with your instructions.

Sincerely.

Baitor

mon:lk

B. JACKSON, VICE PRES.
T. DRAKE. VICE PRES.
J. KRUGER. TRESSURER
W. SKINNER. INVESTMENT OFFICER
M. SANCROFT. BECRETARY
C. MERBERT, ASST. SECV.

St. Paul Fire and Marine Insurance Company

, g. CART M. M. INNE

FOUNDED 1853
CAPITAL \$ 10.000.000
St. Paul 2, Minnesota
November 12, 1946

Miss Margaret C. Worton, Editor THE AMERICAN ARCHIVIST Illinois State Library Springfield, Illinois

C. F. CODERE, PRESIDENT

Dear Miss Morton:

Thank you so much for the reprint of the article on the Company's history and records which appeared in the October issue of the AMERICAN ARCHIVIST. We appreciate having them, but also we should like to have one copy of the magazine itself with our article in it for our library.

Is this asking too much?

Thank you!

Yours very truly,

ST. PAUL FIRE & MARINE INS. CO.

Venie H

Vermie H. Wolfsberg

VHV: mia

November 20, 1946

Miss Vernie H. Wolfsberg St.Paul Fire and Marine Insurance Co. St. Paul 2, Minnesota.

Dear Miss Wolfsberg:

In accordance with your request, I have directed our publishes to mail you a copy of the October 1946 American Archivist, in which your article appears.

We are very grateful, indeed, to you for this fine article which was well received by our readers. Several spoke of it as being the practical sort of thing which should be the forerunner of other articles on the records of business firms.

Sincerely,

EDITOR

Miss Vornie H. Wolfsberg St. Paul Fire and Marine Insurance Co. St. Paul. Minnesota.

Dear Miss Wolfsberg:

"How far that little candle throws its beams!"

One of our members from South Rhodesia, Africa has just written me to congratulate me on the October issue, and commenting upon your article he says:
"Then the St. Paul's Re ords. What marvels of record keeping! I should like to visit this 'Soundex', just to see how many Kitching's there are in it. I think most of the foreign members will find these two articles absorbing, and I do hope we man have some more of them...I do wish you every success with the Journal... I have lent mine to a number of my colleagues."

May I wish you a prosperous and Happy New Year, and again express the thanks of the editorial board to you for your fine article.

Sincerely,

MANAGING EDITOR

A. B. JACKSOM, VICE PRES.
M. T. DRAKE, VICE PRES.
D. J. KRUGER, TREASURER
W. W. SKLINNER, INVESTMENT OFFICER
W. M. SALINERSPT, SECRETARY

St. Paul Fire and Marine Insurance Company

M. M. KNOCHE, SECRETARY
L. W. KING, SECRETARY
J. B. CARTER, SECRETARY
M. M. INNES, ASST. SECY.

FOUNDED 1853

CAPITAL \$ 10.000.000

St. Paul 2, Minnesota January 22, 1947

Margaret C. Norton, Managing Editor THE AMERICAN ARCHIVIST The Archives Department Illinois State Library Springfield, Illinois

C. F. CODERE. PRESIDENT

Dear Miss Norton:

Thank you so much for your letter of January 3rd. It certainly was kind of you to pass on the remarks from South Rhodesia, Africa. It is unlooked for comments such as this one, I think, which makes our way through the world just that much more interesting. Besides, I personally always receive a special thrill from word beyond the sea.

I also think your October issue of the "Archivist" was very interesting and enjoyed having a look at it.

Continued success to you in this new year.

Sincerely,

THE AMERICAN ARCHIVIST
EDITOR'S CORRESPONDENCE WITH SECRETARY LESTER J. CAPPON
1946-1949

(THIS FILE IS FROM THE SOCIETY OF AMERICAN ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE UNIVERSITY OF WISCONSIN ARCHIVES, MADISON - RECORD SERIES 200/7/2 - Box 1, FILE 14.)

1105 South Second Street Springfield, Illinois January 28, 1946.

Dear Doctor Cappon:

Since writing to you that I would undertake the editorship of The American Archivist the situation as respects the Illinois Archives has changed so drastically that I must begin time to reconsider.

Coincidentally with your letter notifying me of my election as editor, I received the news that Mr. Ambrose Wetherbee who for eight years has been my faithful and dependable Assistant Archivist has resigned to accept a position in the Illinois State Bistorical Library, leaving February 15th. Mr. Wetherbee's resignation is the climax to a series of dismissals and resignations in anticipation of dismissal which will leave me with but one professional staff member. The Illinois State Library did not come under the protection of civil service until a few years ago and most of the Archives staff (not myself), got caught under an amendment to the act which limits tenure for those taking examinations after a certain date to the "duration". So far no replacements have been made except for the appointment of a negro photographer and a negro clerk, the latter not to report until the first of the month. So far as possible all new appointments are veterans.

Although I have no reason to believe that suitable appointments will not be made eventually, it is inevitable that I shall be faced with additional work in the interim and a training program for the new assistants. Whether I could undertake the editorship under these circumstances is the question.

I regard the offer of the editorship of The American Archivist as the climax of my career and the greatest honor my archival colleages could confer upon me. The adverse conditions here are, I hope, only a temporary set-back. I have been through this before. I will make my decision as soon as Miss Rogers and I have been able to think through the situation.

Sincerely,

Dr. Lester J. Cappon, Secretary Society of American Archivists Williamsburg, Virginia

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25, D. G.

February 8, 1946

ADDRESS COMMUNICATIONS TO: LESTER J. CAPPON, SECRETARY P. O. BOX WILLIAMSBURG, VIRGINIA.

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

Following is a list of the Editorial Board:

Dr. Karl L. Trever, The National Archives, Washington Miss Grace Lee Nute, Minnesota Historical Society, St. Paul Dr. Leon de Valinger, Jr., Public Archives Commission,

Dover, Delaware
Mr. William D. Overman Firestone Library and Archives,
Akron 17, Ohio.

Very truly yours

Laster J. Cappion

Lester J. Cappon Secretary

1105 South Second Street Springfield, Illinois February 19, 1946

Dr. Lester J. Cappon. Secretary Society of American Archivists P. O. Box 203 Williamsburg, Virginia

Dear Doctor Cappon:

This finds the new Editor of The American Archivist busy formulating policies and trying to line up material for the July issue. I have written to Doctor Buck for a list of the committee chairman, but he has not yet replied. If you have these names, I would appreciate your sending them to be, because I wish to ask some of them to get certain articles for the Archivist.

One thing which I am very anxious to start is a technical section with its own editor to gather data on new equipment and methods, collect pertinent quotations from archivists reports, etc. This sub-editor would do for such matters what Mr. Wood and Mr. Trever do for Book Beviews and News Notes, respectively. Do you have any suggestion for who would make a good editor? Perhaps this should be a committee, but I think one person would probably get better results. This technical editor will have a very important role indeed in revamping the periodical into a professional journal as opposed to a journal of a learned society. In other words, we should take as our model rather The Library Journal than The American Historical Review. I have several people in mind as possible editors, but would like your suggestion. I also want your frank suggestions and criticisms.

I need some stationery as Editor, because I am not allowed to use office stationery for personal business. I think it would probably be better to wait until I can add the name of the technical editor to the letterhead. When I am ready, what is the procedure--should I go ahead and order the letterheads printed up and send the bill to you, or should I pay the bill myself then send the bill or what, or do you arrange for the printing of all letterheads. We can do it either way you wish.

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

1105 South Second Street Springfield, Illimois Pebruary 19, 1946

Exter cof

As you have doubtless been informed, the Council of the Society of American Archivists has elected me editor of The American Archivist, vice Professor Theodore C. Pease, resigned, my duties to start with the July 1946 issue.

Unlike Professor Pease, my editorial experience has been limited, and I expect to lean heavily upon the Editorial Board not only for the formulation of general policies but also for getting contributions and for suggestions for improving the fermat. It would be highly desirable for the Board to holds meeting in the near future, but we are all busy people and that is perhaps impossible. Just now I am without an Assistant Archivist and it is necessary for me to stay in Springfield until that situation is relieved.

Buring my two terms as President of the Society, I received many suggestions about changes members would like. The Council of the Society has been discussing these matters, particularly the specific criticism that our members feel that our journal caters to the National Archives and the larger archival institutions but is not very helpful to smaller establishments and to custodians of institutional as contrasted to governmental archives. That this trend is due to our methods of collecting articles rather than to the prejudices of the editor is attested by the publication of such articles as those by Mrs. Kinogue on flattening papers and on treatment of fire and water damaged records. What our members want, if I interpret their comments correctly, is a dignified prefessional journal, but not a journal of a learned society. They want practical suggestions for becoming more efficient archivists. Some of these ideas I have formulated for your consideration. A copy is enclosed for your comments which I hope will be frank. Right here I wish to state that I am not super sensitive and that I want you and all members of the Society to help me through your criticisms to make The American Archivist better and better.

There are several matters on which I wish your instructions immediately. Professor Pease has a contract with the George Banta Publish-

ing Company at Menasha, "isconsin. This concern specializes in the publication of periodicals of learned societies. Professor Pease says this firm would be agreeable to a cancellation of our contract and that the University of Illinois would like to pick it up if we drop it. However, he recommends that we continue with them for the present at loast, as they agree to keep a uniformity of style which would be helpful to me while I am getting my bearings. On the other hand, we have several large printing establishments here in Spring-field which specialize in the varied types of work done by the State and who are perfectly capable of turning out just as artistic a job as the Fenesha concern. It seems to me that the saving in time and express charges would on the one hand permit the editor to send proof to authors when they desire it, and on the other hand would pay for illustrations and line drawings, also for a more satisfactory binding by sections. I am inclined to believe that it would better for us to finish the year with Bents, then to canvass the possibilities for a change. Please give me your reaction.

Some of our members criticize the format of The American Archiviot as being dull. I should like to have the Editorial Board consider this subject and make suggestions for a more attractive layout. My own suggestion would be to run the articles across the page with about the same type as at present, but to use two columns for other material, using bolder face type for setting off the various headings. At present much space is left blank which might be used for fillers—questions and answers, pertinent excerpts from archivists' reports, notes on minor points in technique, etc.

The question of separates for authors should be settled. Professor Pease has always favored giving the authors extra copies of the journal instead of printing separates. Last year the Council instructed him to issue separates if the authors would pay for them. This year the Council has permitted the editor to go back to handing out extra copies. Personally I think authors should be furnished a reasonable number of separates free of charge. However, I should like to have the Editorial Board make a recommendation for submission to the Council.

My most urgent need is for a technical editor to gather information about new methods, new equipment and the like who would do for that what Farl Trever and Richard Wood do so superbly, and will, I hope, continue to do, in editing the News Motes and Reviews sections. Please make recommendations for someone for this post. I recommend the continuance of Mr. Trever as News Motes editor and of Mr. Wood as Reviews editor, also that the Committee on Archival Research continue as the chief agency for gathering articles. The chairman last year was Carl Lokks of the National Archives. I have not heard who has been appointed by the new President.

Please make recommendations on these points and any other matters which may occur to you.

Sincerely.

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25, D. C.

23 February 1946

ADDRESS COMMUNICATIONS TO: LESTER J. CAPPON, SECRETARY P. O. SOX WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am glad to learn about your correspondence with Professor Pease in preparation for transfer of <u>The American Archivist</u> to your editorship. I think a change of printers is worth considering but is a move not to be made in a hurry. It seems to me that a good deal could be done to improve the format and general appearance of the journal, including the cover which looks rather forbidding.

With reference to the second last paragraph of Professor Pease's letter to you of February 5, I can say that very little of the work done in the secretary's office, if any, has been charged to Publications (the Budget item for the magazine). Stenographic work and postage in the offices of the book review and news notes editors have been charged to this item; also the reprints of the "Writings", and any other extra jobs concerned with publications. In other words, most of the charges against Publications are from the editor's office. Evidently the funds derived from the University of Illinois, from one source or another, have amounted to considerably over \$500.

I think your idea of having a technical editor is fine and it should be a one-man job rather than a committee responsibility, the technical editor keeping in close touch with you, of course. I have a few names to saggest, although some of the persons I do not know too much about. I believe Virginia Leddy Gambrell would do a fine job, but I know she is very busy and already has several jobs to do for the Society, although she could be relieved of some of them. Miss Louise Savage of the University of Virginia Library was acting director of its Rare Books and Manuscripts Division during the war. Now that John Wyllie is back, a three-way division of responsibility has been arranged in that division: Wyllie in charge of rare books, Berkeley of manuspripts, and Miss Savage of acquisitions and microphotography. She is an excellent all around person with great ability in practival matters and with sound ideas too. As head of the Acquisitions Division of the Library for many years, she has kept in rather close touch with new techniques, although in unwritten materials her contacts have been with historical MSS rather than with archives, especially government records.

There are three male members of the Society whom I don't know very much about, but I want to mention them: Gust Skordas of the Maryland Hall of Records, an institution which seems to be very much interested in technical problems; James N. Young, who is with Overman in the Firestone Company; and what about your colleague Icko Iben? Has he been engaged in technical phases of your program? There may doubtless be someone in the National Archives, but

I'm not sure who it might be. Ism not at all positive that these suggestions will be of any helpito you; I shall be interested to learn whom you have under consideration.

When you are ready to order your letter-heads, envelopes, etc., you can handle the matter locally to suit your convenience and have the bill sent to the secretary's office. I hope The American Archivist letter-head can be improved in appearance and made to look less cumbersome. Bills for postage can be sent to me also from time to time.

Let me know whenever I can serve you. With best wishes,

Cordially yours,

Secretary

1105 South Second Street Springfield, Illinois March 25, 1946

Dr. Lester J. Cappon, Secretary Society of American Archivists Williamsburg, Virginia

Dear Doctor Cappon:

Hr. Paape writes me that Banta holds a nondescript collection of remainders of The American Archivist upon which you draw when you have orders for back numbers. Do you not think it might be desirable to have all back numbers up to the present year sent by Banta to your office? Banta does not know it yet, but I may drop the contract with him at the close of this year, because I can get The American Archivist printed, I feel, as satisfactorily in Springfield as in Wisconsin. This will save postage and time and will give me the advantage of being able to advise directly with the printer on the many technical points of publishing with which I am not familiar.

So far I have not secured a technical editor. I have written to Morris Radoff about his Mr. Skorda but have not as yet had a reply. I have also sounded out Virginia Gambrell on the subject. She is not very hopeful of getting anywhere with her present committee on archival equipment. This is not the fault of the President, because I know from my own experience that it is practically impossible to find members who are really competent on the subject. I think it might be possible to combine that work with the work of technical editor. I have also thought of the possibility of Bertha Josephson, who, while she knows comparatively little about archives as yet, is a live wire and has had considerable editorial experience. As you know, she was editorial assistant to Dr. Cole when he was Editor of the Mississippi Valley Historical Review. You suggested my Mr. Iben. Unfortunately, I have no Mr. Iben, as he has gone back to the University of Illinois Library.

In fact, at present the only professional member I have on my staff is Miss Emma Scheffler, our Cataloger. In fact, right now you might say I practically have no staff, owing to dismissals and resignations in fear of dismissal. The 15th of the month resulted in the loss, of my microfilm photographer and the head janitor, who had dupfleated as receiving room clerk. Civil Service examinations are about to be held, which will relieve the staff situation somewhat, but it may be several months before we are on an even keel again. I am rather glad I have the editorship to take my mind off other things.

Some time ago we talked about the possible desirability of my turning the Precident's file over to the Secretary. I am still willing to do this but an using some of my correspondence as suggestions for topics for discussion in The American Archivist. A little later I will be glad to send the correspondence to you when and if you are ready to receive it.

Sincerely,

Mitor-Wlest THE AMERICAN ARCHIVIST

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SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25, D. C.

April 8, 1946

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. SOX 203
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

I have been delayed in replying to your letter of March 25 because of a trip to the Middle West.

I am still carrying on my correspondence for the Society at the University of Virginia Library where I have excellent secretarial help and where it is more convenient for the present to maintain the records of the Society. I have on hand here all back copies of THE AMERICAN ARCHIVIST through the year 1941. Although I have additional shelf space for the later is sues, the prospect of shifting the office to Williamsburg (a very indefinite prospect I must admit) made me conclude that it would be better not to take over all the back numbers of the magazine and them have to move them in a short time. I am sure the Banta Publishing Company would prefer to transfer them to me. If you do decide to terminate our business relations with them, I don't feel that there will be any difficulty about securing the inventory which they happen to have.

I think your idea of combining the work of the technical editor with that of the Committee on Filing Equipment is a good one and I should think that Virginia Gambrell would be a good person for that position. Miss Bertha Josephson has lots of energy and initiative but I recall that as editorial assistant to Dr. Cole she antagonized a great many people in carrying on the work of the Mississippi Valley Historical Review.

I have received a letter from Mr. G. C. Kitching, of Lusaka, Northern Rhodesia, concerning an article which he has written on the "Records of the Island of St. Helena." The article has also arrived and I am forwarding it to you to consider for publication in THE AMERICAN ARCHIVIST. I am also sending you his letter and a copy of my reply. Our contacts with foreign archivists and records officers are steadily increasing and I am sure the Society has ever widening possibilities for constructive influence and aid abroad.

I shall be glad to receive your file of correspondence as President of the Society whenever it is convenient for you to transfer it to this office. I hope that you are having good success in lining up material for the July issue and I trust that the personnel problems in your library will be straightened out in the near future.

With kind regards, I am

Cordially yours

Lester J Cappon

Secretary

1105 South Second Street Springfield, Illinois April 17, 1946

Dr. Lester J. Cappon, Secretary Society of American Archivists P. O. Box 203 Williamsburg, Virginia

Dear Doctor Cappon:

Enclosed is the copy of Mr. Kitching's letter to you, which I presume you need for the Secretary's files. I have notified him that Iam accepting his article on the Records of the Island of St. Helena for publication in an early issue of The American Archivist-possibly the October issue.

Mr. Gust Skordas has promised to undertake the Editorship of that portion of the Technical Section which has to do with equipment. I think possibly he can also be persuaded to extend this to the subject of methodology. I think I should have a separate editor on the photographic end, anyhow. I wonder if Vernon Tate is available again. It has been suggested by a number of people that our technical editor should preferably not be a staff member of the National Archives. However, for this particular technique I think there would be no objection. I understand that Doctor Brayer is leaving for England shortly; otherwise, I might ask him to do it, because despite some of his faults he is an able and aggressive person.

I have delayed having stationery printed until I could add the name of the technical editor. I shall now add Mr. Skordas' name and go ahead with the printing of the letterheads. Possibly we can get separate letterheads for or a stamp or some way of handling the photographic editor.

Who has the copy of the minutes of our session on microphotography at the last November meeting? It occurs to me that it might be profitable to publish the answers given to some of the questions on the floor; for instance, to Doctor Buck's question as to whether there is any likelihood of the standard being changed from roll film to flat sheets. I realize that much of the discussion was off the record, but there still are many things which were said which might well be brought out as short technical notes. In other words, I am not contemplating publishing the minutes of the session, but merely to pick out and add sections which seem to me to be of general interest.

I have set May 1st as the deadline for receiving copy for the July issue and hope to send copy to the printers shortly thereafter, so that we can again be getting out the issues approximately on time. I am making haste slowly in making changes in the format of the

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periodical, but hope that even in this first issue the members will realize that we have a new editorial policy.

I should like to get an expression of opinion from members of the Council as to resumption of issuing reprints for our authors. It seems to me that we should furnish twenty-five copies free. Inasmuch as more of the space, in this next issue at least, will be taken up with shorter notices. I do not think the cost of reprints will be excessive. At any rate, I wish instructions from the Council about whether I am to issue copies of the entire American Archivist or whether I am to issue reprints.

Banta quotes the following prices, as of April 8, 1465: "Our prices for the Archivist include general prices for reprints. In quantities of 25, a twelve page reprint can be obtained for \$5.75, a sixteen page for the same, a twenty page for \$7.64 and a twenty-four page reprint for \$8.63. In quantities of 50, the twelve page reprint would cost \$6.25; a sixteen page \$6.50; a twenty page \$8.50 and a twenty-four page \$9.75. In quantities of 100, a twelve page reprint could be obtained for \$7.25; a sixteen for \$8.00, a twenty page for \$10.25, and a twenty-four page for \$12.00"

Will you please send Mr. George J. Lacy, Examiner of Questioned Documents. 71. Shell Building, Houston, Texas, a sample copy of the American Archivist, because I am asking him to prepare an illustrated article on questioned documents for cur use.

Sincerely,

Editor-Elect
THE AMERICAN ARCHIVIST

mon:1k

April 8, 1946

Mr. G. C. Kitching 4 Park Road Lusaka Northern Rhodesia

Dear Mr. Kitching:

This is to acknowledge receipt of your interesting letter of January 29 along with the typescript of your "Records of the Island of St. Helena."

I have read your article with much interest and am inclined to feel that the editor of THE AMERICAN ARCHIVIST will want to publish it. I am therefore forwarding it with your letter to Miss Margaret C. Norton, our new editor, whose address is Illinois State Library, Springfield, Illinois. She will doubtless communicate with you in the near future.

I am glad to know that you are interested in membership in the Society of American Archivists and that you have been able to see a copy of our magazine through the kindness of Mr. Vyvian W. Hiller, Archivist of Southern Rhodesia. I am sending you under separate cover a copy of the January 1946 issue of THE AMERICAN ARCHIVIST which contains the constitution of the Society and reports of the year's activities for 1945. I am enclosing herewith a membership application blank which is attached to a circular giving some brief information about the activities of the Society. We now have a special rate for foreign members, \$1.50 per year, which includes subscription to THE AMERICAN ARCHIVIST. We shall be glad to receive your application with a check for this amount and I am sure your application will be approved by the Council.

Very sincerely yours

Lester J. Cappon Secretary

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25, D. C.

April 22, 1946

ADDRESS COMMUNICATIONS TO: LESTER J. CAPPON, SECRETARY F. G. SOR WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am glad to learn from your letter of April 17 that Mr. Gust Skordas has agreed to become editor of the Technical Section of THE AMERICAN ARCHIVIST. With regard to Vernon Tate he has been made Chairman of our new Committee on Photographic Techniques and although he dropped out of the Seciety several years ago we expect him to revive his membership. He is a very busy person and I am not sure whether he would have extra time to give to our magazine.

Your question, "Who has the copy of the minutes of our session on microphotography at the last November Meeting?" brings to mind the fact that Bertha Josephson's account of the 1945 sessions did not appear in the January issue of THE AMERICAN ARCHIVIST. She is the person I think who could best answer your question. I do not know that any minutes were actually taken or any other kind of stenographic record. If Miss Josephson does not have the information perhaps Dr. Peckham can help you out.

In accordance with your request I am writing to the members of the Council to get the expression of their opinion as to resumption of issuing reprints for our authors. I shall advise you of the Council(s reaction as soon as possible.

Sincerely yours

Lester J. Cappon Secretary

1105 South Second Street Springfield, Illinois May 1, 1946

Dr. Lester J. Cappon, Secretary Society of American Archivists P. O. Box 203 Williamsburg, Virginia

Dear Doctor Cappon:

Enclosed is my correspondence with Doctor Crittenden about back copies of The American Archivist which he wishes to acquire.

Mr. Charles Evans, Secretary, Oklahoma Historical Society. replied to Doctor Pease instead of to me in answer to my letter notifying him that we could not continue to make exchanges of The American Archivist for the Chronicles. He is, I think, peeved, but courteous. Doctor Pease sent me a copy of his letter which implies that he knows nothing about this matter, although it was my understanding that the Council notified him over a year ago that the editor should be conservative about exchanging magazines with institutions which should become members of the Society. Apparently Doctor Pease stopped the exchange but did not make it clear to the Oklahoma Historical Society that he was doing so. That is the reason why I compromised by instructing Banta to send them copies for last year but told them we could not do it for the year 1946. Personally, I cannot think of any exchanges which we should make except with other archival societies. For instance, I think it would be proper to exchange with the British Record Association and similar organizations, but not with individual societies. Has the Council made such a recommendation specifically? Doctor Pease has not as yet sent his file of correspondence, so I do not know whether there is any other institution with which he is exchanging or not.

Bertha Josephson's summary of the 1945 meeting is to come out in the April issue. She did not get it in in time for the January issue, according to a letter from Professor Pease. I know that there was a stenotypist taking notes on the meeting. I presume the local committee must have taken care of the bill if it did not come to you. I am writing Miss Josephson to ask her if she has the minutes of the meeting, and if so, if she will send them to me. When I get through with them I will send them to you for the Secretary's files.

I am deeply touched by the marvelous spirit of cooperation on the part of the sub-editors. I have not received my news notes from Karl Trever as yet, and Richard Wood writes me he has four

more reviews to come to me. Therefore, I am not able to estimate just how much space I can give to articles this time, but I think I shall have at least three, and possibly four, articles which have already come in, left over for the October or later issues. We are still getting the old style of articles, but we are also getting some of a rather practical slant. I am quite optimistic about what we can do with the American Archivist. I hope to get copy for the July issue to the printer this week. I am waiting for a marked copy of the American Archivist promised me by Banta as a guide to the way they want me to annotate the copy for the printer. I am hoping to make slight improvements in the format for the July issue. The Banta people have promised to make suggestions of their own after the July issue but are too busy with college annuals, etc. at present. I like their very cooperative spirit.

There are two things which I want to do which will add somewhat to the cost of printing. First, I want to add illustrations. I have not been able to get figures on the cost of cuts but am told that if I wish to use extensive cuts I can have the printing done on a smooth finish paper at the same price of our present paper. I am using two cuts in the July issue. The other thing I want to do is to use side stapling instead of saddle stapling. This I am told will cost ten to twelve dollars extra, but I believe it is worth it. I am also looking for an increase of cost of printing, although so far I have not been able to get so much as a copy of Professor Pease's contract, so do not know whether they can raise the price in the middle of the year. With these thoughts in mind I am getting out the July issue without any help, although I have made tentative arrangements for an assistant editor in accordance with the budget. I have been doing the work myself (and I am not finding it as time consuming as Professor Pease led us to believe), and I hope to be able to save enough to permit us to have a better looking journal.

Sincerely.

Editor-Elect THE AMERICAN ARCHIVIST

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SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25, D. C. May 21, 1946

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. SOX 203
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

I have circularized the Council to ask their reaction to your suggestion about providing authors with reprints. I have now heard from all members of the Council except Herbert Kellar and I think the simplest procedure is to send you the file of replies for your information. Dr. Buck's reply was included in a letter with some other information which I need but he merely stated that he felt "the editor should handle the matter as seems best to her, provided she keeps within her budgetary allotment." In general Dr. Buck agreed with what Dr. Brooks has written in his letter of April 27.

Will you kindly return this correspondence when you are finished with it, except Dr. Brooks' letter which you may keep.

The question of exchanges has always been left to the editor. I agree with you that this list should be kept to a minimum. Perhaps it would be well for you to make some specific recommendation to the Council when we discuss editorial matters at the next meeting in Washington. The dates for the Tenth Annual Meeting are now set for October 24 and 25.

I am glad to know that you are finding the editorial work so interesting and the members of the editorial board so cooperative. I have always felt that they would be glad to work for the editor if only they were asked to do so.

Sincerely yours

Lester J. Cappon Secretary Dr.Lester J.Cappon Box 203 Williamsburg, Virginia

Dear Lest

Enclosed please find (I believe that's a widely accepted usage and yet I don't know how you'd exercise any choice as to whether you wanted to find it to please me or not) a check for give deliars in payment of initial membership dues of C.C.Zantzinger, and his application blank. Mr.Zantzinger gave the money and filled in blank to Trever the other day. He is the architect who designed, among other things, the Indiana State Library building, and has just been awarded the contract to do the new Pennsylvania state archives and museum building. He is quite an interesting person, who has visited the Mational Archives twice recently to learn about archival building requirements. I trust none of our council members will have qualms about his eligibility. He is certainly competent in a phase of archival economy, and there is precedent - we have Louis Simon, formerly Supervising Archivect of the Treasury Department, and we have representatives of commercial firms in other lines such as manuscript repair.

In reply to your letter of April 22, 1946 let me begin by saying that I vote to admit to membership the persons and institutions
listed in your letter. The implication is that Purdue, the San Jacina
to Museum, and the Wyoming Library have applied for institutional membership - I hope that's correct as we need that class of members.
Otherwise I suppose they're subscribers. As a matter of information
I'd like to know what Mr. Harland Moss is District Records Management
Officer of - I am not doubting that that title itself makes him eligible.

Miss Norton's request for instructions from the council rather surprises me. I wish the council and the editor could get together and clear up our relationship but that can, no doubt, be done adequately by mail. Since I propose to make some remarks about the journal here, I'm sending you an extra copy of this letter - you may want to send it on to Miss Norton. I'm glad enough to write to her directly but I'm both busy and lazy.

Last year we make quite a point of the fact that we had not as a council given Professor Pease instructions, that we had only given him suggestions. I still believe that is the proper action for the council to take, and for that reason would not want to see us give Miss Norton instructions. Of course I don't mean that we should to cooperate with her in every way she thinks desirable or to each a healthy interest in the management of the journal. In that

I have a few comments to make on the subject of reprints. If I understand the usages correctly, a reprint is something that's printed after the original run of the magazine, whether or not the type is held and can be run without resetting. Reprints in that sense are always expensive and I don't think we need to resort to them. As Mr.Trever pointed out in a recent letter of general comments to Miss Norton (April 16,1946), which he was kind enough to show me, running extra copies of the whole journal is much less expensive than reprints. Like Mr.Trewr and Dr.Buck I prefer what I think are correctly referred to as separates, but I do not prefer the scheme of getting extra copies bound and then having someone on a committee or in the editor's office cut them up. That is mechanical work that I don't think we should ask any of our members, performing labor of love, to do. It should, in my opinion, be done at the printer's.

I've always thought, and still do, that except for use by the Society for distribution in which there is publicity value in sending out the whole journal, separates are much preferable from the author's point of view to whole copies of the magazine. Furthermore, I have always felt, and still do, that we are by no means called upon to furnish to authors as many as 25 copies of their articles. I favored the scheme of providing none free last year, but would not think it unreasonable to provide five.

Now, having said that, let me emphasize that while as a council member I hope to continue expressing my opinions, I think we should abide by what our quite competent editor decides.

About two weeks ago, before Dr.Buck left on his current trip to the Middle West, he and spoke at luncheon of appointments to the chairmanships of the program and membership committees. I hope that these will be decided soon, and particularly that the dates of the 10th annual meeting will be determined soon. When I talked to the representative of the Hotel Association here, of whom I wrote you several weeks ago, he indicated that it would behoove us to get our bid in for hotel space as early as possible.

Meanwhile, would you send a membership leaflet with one of those lists of articles published in The American Archivist to Cyril E.Paquin, Records Administrator, UNRRA, 1734 Connecticut Ave., N.W., Washington, 25, D.C. I have none of the lists of articles, and wonder if an up-to-date one has been or could be prepared.

I hope we'll see you up here again some of these days, and that in any event you'll let me know what arrangements you make for the work on the archives of Colonial Williamsburg, Inc. Hope you'll excuse the Saturday-night-at-home typing job. Our best to your and your family.

Ford 1117

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25, D. C.

22 May 1946

ADDRESS COMMUNICATIONS TO LESTER J. CAPPON, SECRETARY
P. O. SOX 203
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

When I read over my letter of May 21 to you, I recalled that the Council had taken action last November with reference to one phase of the exchange problem. I refer you to THE AMERICAN ARCHIVIST, January, 1946, pp. 66-67. This concerns the exchange of back copies in order to secure certain foreign archival publications for improving the collections in the National Archives. I think it might be interpreted to include current issues of our journal, if we saw fit.

I must call this action of the Council to the attention of Fred Shipman, chairmen of the Committee on International Relations, so that he will consult with the National Archives as to their needs and with you and me as to the interests of the Society. You will note that the editor and secretary have fimal approval of any action proposed, and I think you are in the best position to know to what extent we should grant exchange privileges to foreign archival establishments which may be potential subscribers to THE AMERICAN ARCHIVIST. Exchange relations with foreign archival associations, as mentioned in your last letter, would be desirable, I should think, for they are in a different position from archival establishments and official agencies.

If you has any comments on this problem which you think I might pass on to Mr. Shipman profitably, please let me have them. They might facilitate his discussion with the National Archives and anticipate some questions that may be raised regarding the interests of the Society through its journal.

My secretary forgot to give me the letters from members of the Council for enclosure with my letter of May 21. She has written me from Charlottesville that she sent them on to you.

With best wishes,

Cordially yours,

Lester J Cappon
Secretary

1105 South Second Street Springfield, Illinois May 31, 1946

Dr. Lester J. Cappon, Secretary Society of American Archivists P. O. Box 203 Williamsburg, Virginia

Dear Mr. Cappon:

Enclosed is the correspondence with the members of the Council relating to editorial policy. I have made notes of the parts which concern the editorial office.

In accordance with what I understand to be the sentiment of the Council. I have made a ruling that we will not accept exchange publications of American archival institutions who should be members of the Society of American Archivists. It seems to me that we should be very liberal in interpreting this rule when it comes to foreign archives because otherwise we might be unable to obtain copies of foreign publications which it would be desirable to have reviewed in The American Archivist. In view of the fact that the book review editor is at the National Archives and also that abstracts or translations of foreign archives would probably best be made at that place. I feel that the National Archives is the appropriate depository for exchange publications from foreign archival agencies. I believe at one time the Council discussed this point and if my memory is correct, passed a resolution to that effect, or at least to the affect that the Secretary of the Society might deposit appropriate library items received with the National Archives.

I am still looking for two more members for my technical committee. Mr. Skordas has consented to take the work insofar as it involves filing equipment and practices, shelving and allied topics. I had thought of asking Vernon Tate of the National Archives to do the section on photography; however, if as seems probably, he will be too busy, I wonder if Mr. Schwegeman of the Library of Congress would be available. I do not know whether or not he is a member of the Society. I ought to have one other person on the committee, but so far have not found just the right person. I did consider putting Frs. Gambrell, but she feels she could not do that plus the work of her equipment committee. She is doing such important work in that that I feel she should be left in that capacity for this year at least.

I have decided for the July issue at least to give ten reprints of each major article to the authors. I am arranging the layout in a manner which can be done inexpensively: in other words, that separates rather than reprints can be issued.

The July issue is in galley proof at present and will be returned to printer in a day or two. Mr. Bachmann of Banta Printing Company has been very cooperative in helping me work out a new format. We have changed the type font to one which we both think will be more legible. We have also changed the cover and the headings for author and title. There will also probably be extra changes for correction of proof while we are still working on style and format. In other words, our bill for the July issue will probably be considerable higher than normal. Do not be unduly alarmed about this because I believe the improved appearance of the journal will justify a temporary addition to the expense of publication.

Sincerely.

Editor The American Archivist

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Comments by Council Members of Society of American Archivists, relating to Editorial Policy-exchanges, reprints, etc., from letters received by Doctor Cappon.

Helen L. Chatfield - May 7, 1946:

In response to your letter of April 22 with respect to the reprints, I would be in favor of having reprints rather than whole copies of The American Archivist, for authors, and agree with Miss Norton that we should furnish 25 copies free.

Virginia L. Gambrell - Way 1, 1946;

On the question of furnishing reprints to authors, I really do not feel qualified to have an opinion, and will vote with the majority of the Council. From your quotation of Miss Worton's letter, I get the impression that she wishes to issue reprints. I think her wishes should be followed, since it is my impression that the change in the system was purely a matter of following Dr. Peasa's convenience. If she finds the ther sustem equally convenient and for any reason preferable, it seems to me her recommendation should be accepted.

Howard H. Peckham - April 24, 1946:

Regarding the treatment of contributors to the American Archivist, I favor sending each contributor five to ten copies of the Magazine free of charge. In many cases I think these will satisfy his needs. If he feels that his pearly words should be presented in reprint form to various persons and institutions that he wishes to impress, then he should pay for the reprints. I should think that the editor might enclose with the galley proof a little printed slip which would show the prices of various quantities of reprints. The author could then indicate how many be wishes to order, enclose his check, and the printer would be notified upon the return of the galley proof.

Morris L. Radoff - April 23, 1946;

If his Norton feels it wise to distribute free of charge twenty-five authors excerpts. I am willing to go along. I certainly agree with her that it is awkward to give authors complete copies of the magazine. However, my own preference would be to charge authors for these copies.

Christopher Crittenden - April 25, 1946;

I vote in favor of following Miss Norton's recommendation regarding reprints of articles, and I also vote for the new members listed in your letter.

Philip Brooks - April 27, 1946;

Copy of his letter attached.

Solon J. Buck :

The editor should handle the matter as seems best to her, provided she keeps within her budgetary allotment. (As copied from Dr. Cappon's letter of May 21, in which this statement is quoted).

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25, D. C. June 13, 1946

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. SOX 203
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

I agree entirely with your decision respecting exchanges as stated in your letter of May 31. If necessary this general subject can be brought up for discussion at the Council meeting next fall.

I sm sorry you have not been able to complete the personnel of your technical committee. Since Mr. Vernon Tate is Chairman of our Committee on Photographic Techniques, I should think he might well serve on your technical committee for THE AMERICAN ARCHIVIST. I should think there would be a certain amount of overlapping in his duties on the two committees. Do you need somebody in connection with repair of manuscrips and documents? If so I am sure that Mr. William J. Barrews of the Virginia State Library would be an excellent person.

I am enclosing herewith a bill from the Banta Publishing Company for letterheads and envelopes totaling \$17.12. I presume this is for THE AMERICAN ARCHIVIST stationery. If so will you please o.k. the two copies of the bill and return them to me?

I note in your letter that you have received galley proof for the July issue. Is it too late to run the following brief paragraph in the "News Notes" section: For several years the October, 1940, issue of THE AMERICAN ARCHIVIST has been among those out of print. We have recently received, however, a considerable number of back copies of this issue, now available at the Secretary's Office, P.O. Box 203, Williamsburg, Virginia, at \$1.25 each.

Sincerely yours

Lester J. Cappon Secretary

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Dr. Lester J. Cappon, Secretary Society of American Archivists P. O. Box 203 Filliamsburg, Virginia

Dear Doctor Cappon:

Enclosed are the approved bills for our letterheads and snyelopes.

Page proof went back to the printer last week, so the July number of The American Archivist should be coming out quite soon. I told Mr. Backsann not to hold up copy until the April issue came out if he finished the July issue first. I am quite definitely certain that the previous delay in getting out the issues has not been the fault of the printer.

Thank you for the suggestions about Doctor Tate and Mr. Barrow for other members of our Technical Committee. I am writing them in the hopes that they will consent to serve. I need another person for the more general aspects of archival technique but have no one in mind at present.

The page proof had gone back before I received your note concerning back numbers of the October 1940 issue of The American Archivist. If you wish, I will run that notation in the October issue.

Sincerely,

Editor

mon: 1k

Dr. Lester J. Cappon, Secretary Society of American Archivists P. O. Box 203 Williamsburg, Virginia

Dear Dr. Cappon:

The question has arisen as to how many copies of THE AMERICAN ARCHIVIST need to be published now that I have decided to furnish 10 reprints of articles and 5 copies of the book review section to each author of a book reviewed and reviewer. Professor Pease has been publishing 600 copies until the April issue when he changed the number to 700 without any explanation for the increased number. The publisher thinks we should issue about 500 for the subscription list and immediate needs for extra copies plus 100 for reserve copies. I have instructed him to print 600 copies of the July issue. What is your thought on the matter?

Professor Pease wrote me last week that he wanted to ship me the correspondence plus the editor's reserve copies. He has been having 20 copies of each issue sent to his office for exchange purposes. I am reducing this number to 10 copies for the future. I instructed him to send his reserve copies directly to you to be added to your stock. I assume this will meet with your approval.

As soon as we get the bills for the July issue I would like to know how much money will be left in the budget for the October issue. So far I have not found itnecessary to have editorial assistance. Since we have been experimenting somewhat with forms and since I am somewhat rusty on editorial work, we may have rather higher than usual expenses for corrections for this July issue. I have a great deal of material on hand which could well he used in the October issue, and if we have money enough I should like to make the issue perhaps a little longer than average. Professor Pease has been so busy that I have not had an opportunity to talk to him face by face about a number of these points, and I have not found correspondence very satisfactory. I now think I would like to continue with the Banta people

because they are very cooperative and in fact have done so much work in changing the physical form of THE AMERICAN ARCHIVIST that I have really obligated us to continue with them. I am not finding the fact that they are in another state as much of an obstacle as I had anticipated.

I propose this year to ask for a meeting of the editorial board at the time of the annual meeting and also to introduce the filing of a formal report by the editor to the Council of the Society. I would appreciate your suggestions for making this report of value.

Sincerely,

Editor

mon ilk

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25, D. C.

14 July 1946

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX 203
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Before I leave for my vacation in Wisconsin I want to write a few lines to you, partly in reply to your letter of June 27.

I think that 600 copies of each issue of THE AMERICAN ARCHIVIST ought to be ample to take care of our needs above the immediate distribution of copies to members and subscribers, for that need requires about 500 or a bit less. Thus we should have on hand a goodly supply for later orders of back copies.

Dr. Paape has sent me the accumulation of back copies from their editorial office. They fill two large carton boxes. When we have sorted and filed them, they may put back"into print" some of the back copies which have been "out of print" for some time. I asked you in my letter of June 13 to run a notice about the October 1940 issue being available again. Now I'm asking my secretary to revise our inventory to include the shipment from Urbana. Cur new count may be completed in time to publish a more detailed statement about copies now available, in the October issue. If so, I'll ask her to send it to you as soon as possible.

I am glad you are planning to have a meeting of the Editorial Board during our annual meeting and to prepare a formal report as editor. I'll give the latter idea some thought and pass on any suggestions to you that may occur to me. When the bill for the July issue arrives, I'll send you a statement of all the Banta bills this year.

The July issue reached me today. Although I haven't had time to mead it, I skimmed through it and noted a big improvement in format and general appearance. The cover title catches the eye very well and the heading of each article is effectively presented. I would, however, dispense with the heavy line running across the page below the heading; I think it boxes off the title and author's name from the text, thus somewhat counteracting the vigor of the bold-face type.

Please accept my hearty compliments on your first issue. It is out on time too! With kind regards,

Cordially yours,

Lester J. Cappon

Secretary

Jacobs Grande

July 17, 1946

Dr. Lester J. Cappon, Secretary Society of American Archivists P. O. Box 203 Williamsburg, Virginia

Dear Dr. Cappon:

Dr. Pease sent his surplus stock of The American Archivist to you at my direction. I have just received an inventory from the publisher indicating that he has a rather large stock of American Archivist's beginning with the year 1942. I am sending this to you with the suggestion that I think all of these except those for the current year should be sent to you. I have instructed the publisher to send me only 10 copies of each issue. I think distribution should be from the Secretary's office not from the publisher's or the Editor's office. Occasionally the editor may need a few copies for some purpose or other, but I see no reason for 20 copies such as Dr. Pease had. I enclose this inventory. What is your pleasure in the matter? So far I have not yet received the correspondence file from Professor Pease.

Thank you for the comment upon the format of the July issue. I am sending your suggestion about the omission of the heavy line between title and article to Mr. Bachmann of the George Banta Press. Mr. Bachmann has been working with me on the new format, and we adopted the one used by the Public Administration Review. Mr. Bachmann is a typographical expert, and I am putting the question up to him. Such comments as yours are exactly what I need for improving The American Archivist.

I hope there is money left to permit a rather large issue for October, because I have one very long article which I do not want to have to split into two articles. Kr. Lokke is doing wonderful work as Chairman of the Research Committee, and we are getting some good material in.

Mr. Barrow and Mr. Tate have consented to serve on the Technical Committee.

Sincerely.

July 26, 1946

Dr. Lester J. Cappon, Secretary
Society of American Archivists
P. C. Box 203
Williamsburg, Virginia

Dear Dr. Cappon:

Enclosed is the bill I have just received from the publisher for the July issue. He does not include in this bill the sepames

Enclosed is the bill I have just received from the publisher for the July issue. He does not include in this bill the separates which I ordered and have not yet received. Mr. Bachmann writes me that the company has found it necessary to increase the cost of our printing and suggests that we sign a new contract. In explanation of the higher composition costs for this number the following statement is made:

"In figuring the composition costs, it will be a little difficult perhaps for you to understand a perceptible difference in the cost per page of the type, were it not for the fact that the 10-point type used in the July issue is an extremely compact type as compared with the body type used previously. In the 10 on 13 Old Style Number 7, there are 17.2 words to the square inch, whereas in the 12 on 13 Caslon Old Style previously used, there are only 14.2 words, a solid gain of three words to every inch of type set throughout the magazine. Over the period of an issue, you can see that there is a definite saving with the 10 on 12, for of course, it means that a fewer number of pages will have to be printed."

I have never been able to get our old contract from Professor Pease although I have written him for it several times. I have no idea how this cost compares with his costs, though it sounds rather high. Apparently, however, no charge was made for the redesigning of the format which must have taken considerable time. At any rate, it took a number of letters on both sides.

The October issue is going to run to nearly 100 pages I fear, because even though I am cutting down on the number of reviews I have one very long article by Carl Lokke which he is willing to have run in two numbers, but since I shall have a good deal of material for the January issue also, I think it would be better to run this in one issue.

I hope I am not bankrupting the Society but could hardly

have hoped to reduce the cost of this issue which was rather shorter than most issues prior to this time. When you send me the budget status I will be in a better position to plan the budget for next year. This year I have been working entirely in the dark as to costs.

The prices quoted for the new contract are as follows:

*On the basis of 600 copies, our charges for stock, presswork, and binding will be as follows:

64	pages	Ŀ	COVER	-		\$154.17	Additional	hundreds	-		\$9.04	
			COVER			16.06	Additional	hundreds	-	add	. 83	•
72	pages	å	COVEL	-	add	24.27	Additional	hundreds	-	add	1.04	
80	pages	đs	COVER	**	add	38.36	Additional	hundreds	•	add	1.45	
96	703 E G S	æ	COVER	-	add	57.22	Additional	hund red s	-	add	2.20	

These prices take care of the standard specifications. Typesetting charges vary according to the kinds and sizes used and will be billed as follows:

Standing pages at	1.25	par	page
Ads, half page, at Ads, quarter page, at	1.50		
	2.50	pos	baga
Ads, full page, at	4.50	DAT	naga
8-point text pages at	3.13	per	page
10-point semi-tabular at	3.90	per	page
10-point Foreign at	5.20	per	page
10-point text pages at	\$2.60		

The cost of Grappers, imprinting of wrappers, wrapping, sorting, zoning, and addressing are included in the base prices listed for the various numbers of pages.

Postage incurred in mailing the magazine will be billed as an extra. The Post Office voucher will be submitted with our invoice in support of this charge.

We will furnish halftone or line cut engrafings at the standard engravingscale of prices less a discount of ten percent.

DURATION OF AGREEMENT

The prices set forth in the proposal are intended for an indefinite period, subject to cancellation by either party upon sixty days' notice in writing and subject to the Conditions of Sale forming a part of this proposal."

When I took over the editorship I proposed investigating the possibility of getting the printing done here in Springfield thinking perhaps I could get better prices and closer cooperation from a local firm. After talking with several State departments who patronise some of these

firms with whom I had worked when I was Secretary of the Mational Association of State Libraries, I am advised that I could probably not get the printing done any cheaper here and under present conditions no Springfield firm would turn out the quality of work which Banta is doing.

I assume that the Council has given me authority to sign a contract with Banta. If not, please let me know whether I must submit the contract to the Council first.

Sincerely.

Mditor

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SOLON J. BUCK, PRESIDEN THE MATISMAL ARCHIVES WASHINGTON 25, D. C.

July 30, 1946

ADDRESS COMMUNICATIONS TO

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

As you probably know, Dr. Cappon is in Wisconsin on his vacation and will not return until August 15. I am holding your letter until he returns. I am sure he will write you about the stock of AMERICAN ARCHIVISTS promptly then.

Very truly yours

adele Hall

(Mrs.) Adele Hall Secretary to Dr. Cappon

737 Lexington Avenue Charlottesville, Va.

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25, D. C.

August 19, 1946

ADDRESS COMMUNICATIONS TO: LESTER J. CAPPON, SECRETARY P. Q. BOX 203 WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

The cost of THE AMERICAN ARCHIVIST thus far during 1946 is as

follows:

January \$431.79 April 337.19 July 397.97 \$1,166.95

According to the 1946 budget which is printed on page 70 of the January issue of THE AMERICAN ARCHIVIST \$1,350.00 was allotted for publications in 1945. For 1946 this amount was increased to \$1800.00, this figure including an allowance of \$500.00 for possible expense of the Editorial Office. I note in your letter of June 27 that up to that time you had not found it necessary to have editorial assistance. In view of this fact I assume that even allowing for editorial expenses for the balance of the year, the \$1800.00 allotment will more than cover the total publication costs for 1946.

I need an estimate of publication costs for 1947 at your early convenience for use in preparing the budget for the new year. It would be helpful to have an estimate of the cost of printing and of the expenses of the editorial office as separate items.

I am glad to know that you are so well satisfied in your relations with the Banta Company. I suppose it will be much simpler to maintain them as printers and I don't know that we could do better elsewhere.

The back copies of THE AMERICAN ARCHIVIST which Professor Pease kept in his office have arrived in good condition. Regarding the stock on hand at the Banta Company, beginning with the year 1942, I do not want to do anything about taking over any or all of this inventory until after the annual meeting. I am still carrying on the business of the Society from Charlottesville and until I can make adequate arrangements for office space and secretarial help in Williamsburg I do not want to be burdened by a large stock of back numbers which will have to be moved eventually in any case.

Sincerely yours

Lester J. Cappon

Secretary

Dr. Lester J. Cappen, Secretary Society of American Archivists P.O. Box 203 Williamsburg, Virginia.

Dear Dr. Cappon:

There is still a bill of somethin less than \$50 for July reprints. In billing us, the printers included 1.5 reprints for which Mr. Gondos is to pay.

The October issue is to be pretty large because I have one very long article besides the annual bibliography which has not yet come in, though I am expecting galley proof, any day now. Karl Trever's vacation plus difficulties about stenographic help are holding up the article, but I want to include it this time. In other words, I fear there won't be much of the \$1800 to turn back.

I have been working completely in the dark about finances until this new contract came in. I have never yet been able to pry the old contract away from Professor Pease, though I have written for it several times. Therefore, though I know there has been a substantial increase in the cost of printing, I still do not know exactly how much.

In setting up a budget for the next year I am still somewhat too inexperienced to estimate the probable cost. The new contract permits cancellation or amendment by either party on sixty days notice. In the light of an announcement of increased price ceilings on paper since the contract was submitted, I anticipate that our costs may increase beyond that. We are getting such an increased quantity of materials for publication that there is going to be a strong temptation to increase the size of the magazine. However, I can resist that, I guess.

I believed I can get by on \$200 for editorial expenses - to include postage (other than that charged by the printer-stationery, typing and miscellameous expenses. I should like \$1600 for printing as a minimum. In view of probable increases in costs, \$1800 should be allowed if the Council thinks we can afford it.

Sincerely,

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25. D. C.

September 19, 1946

ADDRESS COMMUNICATIONS TO LESTER J. CAPPON, SECRETARY P. O. SOX 203 WILLIAMOBURG, VINGIRIA

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

As a matter of information I should like to raise a question or two with regard to the Banta Publishing Company's bill for July reprints. The first item on the bill is: "25 copies of article by Gondos, 18 pages, \$2.40. According to your letter of August 27, "In billing us the printers included 125 reprints for which Mr. Gondos is to pay." The last item on the bill for reprints is as follows: "125 copies 'Book Review Section', 18 pages, \$13.35, express \$.72, self cover composition, \$1.25." Is this last item, totaling \$15.32, meant to be the 125 reprints for which Gondos is to pay? I am anxious to check this item so that we can send him a bill for his reprints.

In your letter of May 31 you stated: "I have decided for the July issue at least to give ten reprints of each major article to each author. " I should be glad to know whether you decided to increase the number from 10 to 25 as a matter of information in connection with my checking of this Banta Company bill.

Thank you for the estimate on the publication costs for use in the 1947 budget. In setting the total at \$1500 I hope you are not figuring too closely on your office expenses.

With kindest regards, I am

Cordially yours

Secre tary

Dr. Lester J. Cappon, Secretary Society of American Archivists Box: 03 Williamsburg, Virginia.

Dear Dr. Cappon:

Banta's bill is co rect. They were going to charge me just as much for the ten reprints as for twenty-five, so I took the 75. This bill as I sent it to you does not include Mr. Gondos' bill. The reprints for reviews were for authors of reviews and of books. There again, I had to take more than I really needed.

This time I have managed to get the major articles to start with a right hand age, and am ordering 35 extra numbers of the issue sent me unbound, together with form ringed slef covers - From The American Archivist, 194-, Vol. No. . I am having five hundred of these forms printed. Thus I can send out what amount to reprints at very small cost.

This October issue (page proof went back Wonday) is going to take practically all the rest of the money in the budget, it will run 134 pages. The trouble was a very long article by Carl Lokke that I tried to split up and run serially but finally decided to run even though it took wuite a bit of space. Then at the last minute came an unually long News Notes section, and, the day I received galley proof, the annual bibliography number which also ran way above my estimate. I am determined to publish certain articles which I think will appeal to state archivists who are still griging about not having anything for them. I decided to throw caution to the wind this time and publish this practally double woney. I hope it won't bankrupt us. If it does run yover, I shall have to cut down correspondingly next year.

I enclose what looks like a bill which was forwarded me from Professor Pease. Haven't we been paying our bills or what?

Sincerely,

Dr. Lester J. Cappon, Secretary Society of American Archivists Box .203 Williamsburgh, Virginia.

Dear Dr. Cappon:

I have just received a note from Robert W. Lovett of the Harvard Archives giving me his new home address, which he wishes changed on our Society records. I do not know why he sent it to me instead of to you, except that he wanted to tell me of his recent marriage. His new address is:

Robert W. Lovett 1673 Commonwealth Ave. Brighton 35, Massachusetts Apartment 19.

bu have not said anything about a report from the editor, though I promised you one. I do not know that there is anything to say this year that I have not already said in my announcement for my new editorial policy. In other words, my report would still lie in the realms of hopes rather than of accomplishments. Actually the hard work, that of getting the material, has all been done by my sub-editors. Next week is the meeting of the Illinois Library Association here and than I go on my vacation. If you think a report this year is in order I can do it the week before the meeting.

Miss Rogers and I have reservations at the Washington Hotel. I hope we have a good crowd.

Sincerely,

EDITOR

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25, D. C.

October 16. 1946

ADDRESS COMMUNICATIONS TO: LESTER J. CAPPON, SECRETARY P. O. BOX 203 WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am sorry to be so late in replying to your letter of October 5. I shall be very glad to have a report from you as Editor not only so that I might incorporate some of the substance of it in my annual report as Secretary but also so that it might be published in toto in the January issue of THE AMERICAN ARCHIVIST. If you still have time to prepare it I shall greatly appreciate having it.

I have received a letter from Fred Shipman as Chairman of the Committee on International Relations with regard to certain action taken by the Council at its meeting on November 7, 1945. See THE AMERICAN ARCHIVIST, January, 1946, pages 66-67. Mr. Shipman writes as follows: "I have consulted with Oliver W. Holmes, Program Adviser of the National Erchives concerning your proposal. I now wish to recommend to the Secretary and Editor of the Society of American Archivists the following:

That the National Archives be authorized to propose specific exchanges to the Secretary and Editor, which, upon approval by the latter officials, shall be carried out by the National Archives, the required copies of the AMERICAN ARCHIVIST to be made available to the National Archives for that purpose with the understanding that publications received from abroad in exchange are to be retained by the National Archives Library.

The National Archives is now renewing relations with archival agencies abroad, and each specific case when an exchange of relationship is entered into, the recommendations should be made to the Secretary and the Editor by the National Archives."

I recall from our correspondence during the past year that you desire to have some discussion by the Council of certain editorial problems which you will raise. I am, therefore, including this item in the Council Agenda.

Looking forward to seeing you in Washington,

I remain

Sincerely yours

Lester W. Cappon Becretary

1105 South Second St. Springfield, Illinois October 17, 1946

Dr. Lester J. Cappin, Secretary Society of American Archivists Box 103 Williamsburg, Virginia.

Dear Dr. Cappon:

Enclosed is the bill for the October number, which I submit with fear and trepidation because it runs nearly \$43 over my budget. That is not as bad as I at first feared, but bad enough. I will have to make this up out of the 1947 budget. I am inclined to believe that \$2000 is the minimum we should allow for next year - that is, \$500 per number. Now that I am getting more articles from which to choose and am getting more experience in setting up numbers to avoid proof reading extras, etc., I will be mable to cut the corners more closely.

There are two items on this bill to which I wish to call your attention. The "35 addl, copies 126 pages & cover" are the unstabled copies which I am cutting up to distribute to contributors in lieu of reprints. "Special reprint cover setup" refers to 500 copies ofblanks "From the American Archivist" made to serve as covers for these separates. The cost of these, \$5.07 and \$7.61, respectively, makes the apparent cost of reprints small, but from the editor's point of view it is not too sat isfactory. I have already spent ten hours on this cutting up job, and the separates are nowheres near ready to be mailed out. I don't k now whether I can take the time to do this work, and even if I can find someone else to to do the work I am not too sure it will be satisfactory. That is of course one of the matters to be taken up with the editorial board.

I hope the Washington hotel strike will be over by the time we arrive.

Sincerely,

EDITOR

HEPORT OF THE EDITOR, THE AMERICAN ARCHIVIST. Six Months Ending October 1946.

The present Editor of The American Archivist began her work with the July 1946 number. The new editorial policy was outlined in that issue. Our objectives are to add to the efficiency of American archivists by

a) Keeping them abreast of the current thought in archival

and allied subjects.

 b) Appraising and noting new or improved procedures, methods and equipment.

c) Recording significant events in the history of record

making and keeping.

d) Describing various archival imstitutions and practices, not only in the field of government, but also of private and institutional agencies both large and small.

An attempt is being made to make the editorial "we" mean "We" and not "I." Problems of editorial policy are being abbuitted to the Board as they arise. Individual members of the Board are being urged to participate in the work of getting out the magazine, and they are each making real contributions. Notable was the redesigning of the format following the suggestion of Mr. Trever who on his own initiative undertook a survey of similar journals and recommended the format of the Public Administration Review as being the most attractive. As the latter magazine is also published by the George Banta Publishing Company we were able to arrange for co; ying their layout. (Cover design and type face were worked out independently, however, between editor and service department of the printer.)

The board of sub-editors was continued with the same personnel - Karl Trever, news editor; Richard Wood, reviews editor; and Carl Lokke, chairman of the Committee on Research, through whom all contributions in the form of articles are solicited. To this staff a technical committee has been added, consisting of Gust Skordas, William Barrow and Vernon Tate. The purpose of this committee is to collect practical items on new and improved equipment, procedure, reference tools, repair and applications of photography, chiefly of filler length.

After a canvass of the local printing situation and on the advice of the former editor and others, the contract with Banta has recently been renewed. It is never been my pleasure to deal with a more cooperative person than their service representative, Mr. Harold J. Bachmann.

The first meeting of the editorial board since the present managing editor took office was held in Washington on October 24.

Among the editorial problems discussed were the following:

Increasing publication costs and the feeling expressed by some members of the board that authors should be given the more expense separates rather than cuttings from unbound cosies, raises the question as to whether it might not be desirable to make another attempt to get advertising. Earlier in the history of the journal, it was decided to publish advertisements, but an advertisement placement organization consulted on the subject said that our circulation was too small to attract advertisements. Now we have a circulation of 500 and considerable prestige and it is thought that some of the equipment companies might be induced to advertise in this medium. The Editorial Board wishes an expression of opinion on the part of the Council and advice as to how to proceed.

Reprints. Professor Pease supplied each author with a specified number of copies of the entire issue, saying that this was the cheapest and easiest procedure. This was criticised on several points. For the July issue separates were made - twenty-five for each article, additional copies being charged to the contributor. This seems too expensive - the cost being about \$50.00. For the October issue the editor ordered 35 unbound copies of the cattle to be cut up by the editor. \$5 copies were to be given to each major contributor, 10 copies of the fillers. Blank printed forms, filled in partly by rubber stamp, are used for covers. The total cost, including 500 of the printed forms, was under \$10. The labor cost is high - the editor having spent two days preparing copy and not yet being ready to send out the copies. It is likely, however, that this practice will be continued, for the present, at least.

Contributions. So far we have had poor response from state archivists from whom we have soligited articles of special interest to that class of members. For instance, Mr. Skordas received no replies at all to a letter he sent to all state archivists, asking them what feature of their departments they would describe as something some other archivist would like to copy. Only one response has been received to the questionnaire propounded on p.276 of the October issue, on the subject of copies made by patrons for their own use. Several persons have commented upon this as being an important subject, but none seems to have grasped the idea that they have something to contribute on this and other subjects. Apparently it is not going to be easy to get articles on the state archives level, but we are hoping that some will come in after the members get the idea as to what sort of material is wanted.

Bound Copies. The Board instructed the managing editor to ask Banta to set a price for the exchange of unbound for bound volumes at the end of the year; also for binding back numbers for members.

Author's Proof. It would be desirable to send proof to all authors, but under present printing conditions it will be impracticable because of the length of time it takes to see the magazine through press - not less than two months. We must take the rish of an occasional error or reconcile ourselves to the magazine's regularly coming out one to two months late as was the case under the former editor. The editor makes a practice to querry authors on any point which looks suspicious, and will direct that an extra copy of gailey proof be sent the author where requested - of course with a definite time limit.

Index to The American Archivist. Most of the board feel that the present annual indexes are not sufficiently detailed to be of much value. The Board discussed the desirability of planning for a ten year index, and Mr. Trever indicated that he might do such an index for his own use. The question as to whether to include news notes and the annual bibliography was discussed without coming to a decision. Also the question was raised as to shether such an index

should be published separately, and if so, how it should be financed.

Annual report on accessions of archival material received by other institutions than the National Archives and the Library of Congress. The occasional reports in the News Notes are felt to be too incomplete. The annual list should eliminate historical and personal papers. No conclusion was reached as to whom to ask to collect this data.

An annual publication of archival and records legislation similar to that compiled for so many years by the late George S. Godard of Connecticut is felt to be highly desirable. A tentative listed based upon the Library of Congress Legislative Reference Service's digest of state legislation was submitted by the October issue but was held up by the editor because the Illinois section, at least, was entirely inaccurate. Such a compilation would need to compare the old with the revised wording of legislation, a great task. For the present we may have to rely upon this Library of Congress listing, but it would be highly desirable to find some member of the Society who would undertake this additional checking.

Exchanges. The Editorial Board upholds the editor in her refusal to accept exchanges from institutions in this country eligible to institutional membership. After all, most archival agencies in American have publications and it is unfair to the Society to use such exchange as an excuse for paying dues. We will accept exchanges, however, from institutions in allied fields as Library Journal, Library Quarterly, New York Public Library Bulletin, and from foreign archival organizations such as the British Records Association. A few complimentary copies of each issue of the American Archivist will be supplied to the Program Advisor at the National Archives for use in official distribution to visiting guests from foreign countries.

600 copies of each issue are now being printed, of which 500 are distributed to subscribers, 10 sent to the editor and the rest held as reserve.

MITTIES

These and other points are under discussion by the Editorial Board. We hope to make the American Archivist a truly representative organ and a helpful one, and solicit the continued support of the Council in our efforts.

Respectfully submitted,

MANAGING EDITOR

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25, D. C.

November 14, 1946

ADDRESS COMMUNICATIONS TO: LESTER J. CAPPON, SECRETARY P. O. BOX 203 WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

Many thanks for your excellent report as editor of the Society for the six months ending October, 1946. I have listed the main points which you made in my summary of your report for the minutes of the Council. I am sure everyone the highly pleased with the new life and vigor of THE AMERICAN ARCHIVIST and you are to be congratulated on the fine progress you have made in so short a time. I hope very much that we can see our way clear to the compilation of a rather detailed index of Volumes I-X. I think it ought to include a large number of subjects as well as proper names and I feel that its greater usefulness will justify its greater cost.

I am glad the Council felt that the editorial board should be given the widest discretion in handling all matters of policy and specific action in connection with publications. It would be appropriate I think to issue certain things as separate publications in cases where they would either be too long to be conveniently used in THE AMERICAN ARCHIVIST or where they might be more useful outside the magazine. One such possibility is a volume of Readings on archives and historical manuscripts. Mr. Trever has made this suggestion and has probably spoken to you about it.

It would be helpful to have a list of state archival agencies containing not only the name of each agency but its official connection with the state government, the name of the official in charge and a brief statement of its functions. We have such a list in the files of the secretary. It would need to be brought up-to-date and information added regarding the functions of each agency. This might be published in THE AMERICAN ARCHIVIST and perhaps off prints made which would be more convenient to use as separates.

Dr. Buck and I are anxious to learn your reaction to the "Manual for Local Recording Officers" prepared by the Committee on Local Records. Dr. Buck is in doubt as to whether Mr. Burt should be appointed Aggain.

I will send you as soon as possible the Annual Report of the Secretary, the budget for 1947, the minutes of the business and Council meetings, and certain committee reports - all for publication in the January issue.

With best wishes, I am

Sincerely yours

Lester Ja Cappon Secretary

THE SOCIETY OF AMERICAN ARCHIVISTS AGENDA OF THE COUNCIL

October 24, 1946

1. Membership

Qualifications for membership - Sec. 3 of Constitution Individual subscribers to The American Archivist - Sec. 21 of Constitution Applicants for membership New honorary members?

- 2. Eleventh annual meeting at Denver, Sept. 22-27, 1947
- 3. Proposed international archives council Mr. Buck
- 4. Proposed committee to review the Constitution of the Society
- 5. The American Archivist

Editorial problems and policy - Miss Morton Suggested index to Vols. I - X (1935-1947)

October 25, 1946

- 6. Other publications
 - "Writings on Archives and Manuscripts," before July 1942 Manual for local records officers
- 7. Election of New member of Editorial Board to succeed Karl L. Trever
- 5. Budget proposal for 1947
 Treasurer's report Miss Chatfield

- Applicants for membership in the Society of American Archivists:
- Miss Katherine F. Allen, Reference Assistant in charge of Record Status,
 Management Improvement Branch, Admin. Mgnt. Div.,
 Bureau of the Budget, Executive Officer of the
 President, Arlington, Virginia
- Colleen G. Armantrout, Archivist, General Reference Division, The National Archives, Washington
- Miss Eunice Braga, Librarian Botanical Gardens Library, Rio de Janeiro, Brasil
- Eldon D. Brodnax, Chief, Comm. and Archives, United Mations, Long Beach,
 New York
- John A. Buller, Hanager, West Coast Office, Flashdex Division (Records Management), Walter M. Ballard Co., San Francisco, California
- Dr. W. S. Jenkins, on grant from Library of Congress touring the country to film legislative journals, session laws, executive journals, etc. Chapel Hill, North Carolina
- W. J. Parker, Executive Secretary, Safe Manufacturers Mational Association, Maw York
- Vernon D. Tate, Director of Photographic Records, The National Archives, Washington, D. G.
- Miss Lucy E. Weidman, on Staff of The National Archives, Washington, D. C.
- Arthur E. Young, Management Officer, The Mational Archives, Washington, D. C.

Dr. Lester J. Cappon, Secretary Society of American Archivists Box .03 Williausburg, Virginia.

Dear Dr. Cappon:

Are you planning to have your Secretary's report printed in the January issue of the American Archivist? If so, and I hope you are, I would appreciate getting it as soon as possible because I went to send the number to press over the Thanksgiving Day week-and. We wen't get the number out in the early part of January, but it was necessary to delay going to press in order to give Dr. Buck, Mr. Bahaer and you time to get your part ready. Also Karl Trever santed more time for his news notes. The January issue will be rather somber this time, without any illustrations (unless certain come across with some line drawings which I am not expecting in time.)

You speak about such separate publications as the volume of readings on archives and historical manuscripts. I am glad you have mentioned that, because I meant to ask if this had been provided for in the ladget, or whether it is to come out of The American Archivist budget. If the latter, we shall have to cut our corners rather closely, but of course will do so if necessary to get this very valuable book published. Was it your idea that the editor was to see it through the press and that we should get fagures from the regular printer? Of course I as willing to abide by the wishes of the Council. In the interests of uniformity, I think it might be preferable for Banta to do the work, but I do think Mr. Trever and Dr. Posner should, for their own sakes, 40 the proofreading.

I like your suggestion that we print a list of state archival agencies with their official status, none of official, statement of functions, etc. Such a list would be very useful. Don't you think we ought to appoint a committee to prepare the copy for us?

Since I was writing to Dr. Buck on anoth r subject tonight, I gave him a rather detailed reaction to the Manual for Local Recording Officers. I requested Mr. Burt to dend copies to each of the Editorial Board, also a copy to your for your secretary's file since you had given me your copy. I also wrote to each member of the board, as ing their opinion. What I say therefore is my own opinion, not that of the editorial board to whom the Council referred the proposed publication.

Personally, I feel that there is a great deal more work to be done on it before I would recommend publishing it as a manual. In its present form this manual consists of a number of quotions from articles on various subjects of interest to county officials. In some cases these could stand as is, but usually they need considerable editing or even rewriting. Several very important subjects are not discussed at all - as for instance, the subject of reconstructing a working record, the original of which has been destroyed by fire or otherwise; comments upon various aspects of public access to records; re-recording worn out or faded copies; etc. Some of the manual is too technical, as for instance, the instructions for repair by the crepelin and lamination processes, neither of which the county official should foo with. Tome parts are too specific, as for instance, the rules for indexing title records which would be in conflict with our fillinois laws.

I believe the present committee has made an excellent start but that a new and fresh committee should carry on from here. I suggested Miss Kelly of Alabama for chairman. I believe her years of legal practice before county courts would have given her a better idea of the problems of the average local official than sayone else. She has a keen mind and an eagerness to learn all about local records which would be incentives for her to work and sork hard on such a committee.

Did you understand the Council to agree with Dr. Buck that the present annual index should be emitted, just giving the usual list of tables of contents of the four numbers? I thought that that was the idea. I haven't started to compile an annual index yet and won't if the very simple type used by Dr. Passe is not considered useful. I hope we can have the detailed index for the first ten volumes, and hope Karl Traver can be prevailed upon to do it, as he hinted he might.

Next year I hope we will have more opportunities for social contacts than we had this year. I didn't get a visit with you, or in fact, hardly any of my friends. I will never forget the monderful support you gave me as Secretary during my terms as President.

Sincerely,

ETITOR

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25, D. C.

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX 203
WILLIAMSSURG, VIRGINIA

November 21, 1946

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

In reply to your letter of November 16th I am sending you herewith the report of the Secretary, the budget proposal for 1947 and the reports of the following committees: Archival Bibliography, Archival Research, International Relations, and Archival Buildings — all for publication in the January issue of The American Archivist. I am waiting for possible corrections in the minutes of the business meeting and the Council meetings and shall send you the corrected copy as soon as possible.

With regard to a possible separate publication of a volume of readings on archivist and historical manuscripts, I should think that, when this material has been prepared and submitted to the Editorial Board, the Council might well vote a special appropriation for its publication. I believe that the present allowance for publications for 1947 will hardly be more than what you will need for the four issues of The American Archivist, and I don't think that the magazine ought to be curtailed because of any special publication. Details of printing such a volume I think should be left entirely in your hands.

Although I only skimmed through the manual for <u>Local Recording Officers</u>, I got the impression that this work would need considerable revision before it is suitable for publication. I believe that Dr. Buck is inclined to appoint a new chairman of the Committee on Local Records and I think your suggestion of Miss Kelly is an excellent one.

It is my understanding the Council generally agreed that, since the annual index to <u>The American Archivist</u> is hardly worthy of the name, it should be omitted and that the table of contents of the four numbers would be sufficient. I hope very much that you can prevail upon Karl Trevor to prepare a detailed index for the first ten volumes.

With regard to a list of state archival agencies for publication in <u>The American Archivist</u> with perhaps a considerable number of off-prints provided, I am enclosing herewith a rough draft of a list of head-

ings calling for the kinds of specific information which I think such a list should contain. Since I already have on hand in the Secretary's files a fairly complete list of the agencies and names of officials, I might be able to complete this job by sending a questionnaire to every state archivist or comparable official. If I were to undertake this, I think it would be well to have the advice and assistance of an able state archivist; and I would like to have, in addition, the benefit of your counsel. You are the state archivist who comes to my mind first but I would not impose any heavy responsibility upon you since your editorial work is really a full time job. I shall appreciate having your reaction to this suggestion.

I am sorry we did not have more opportunity for some enjoyable conversation outside of business matters. Perhaps the pure air of Denver will be more conducive to some relaxation at our next meeting.

Sincerely yours,

Lectur 1. Cappon

ljc/mlh Enclosures

BUDGET PROPOSAL - CALENDAR YEAR 1947

	1944 (actual)	1945 (actual)	1946 (estimated)	1947 (estimated)
Cash on hand January 1:	\$2,081.85	\$1,870.15	\$2,371.51	\$2,573.65
Receipts: Membership dues Subscriptions, single	1,786.00	1,658.50	1,825.00	1,825.00
copies, reprints Interest on investment Annual meeting	831.00 8.36 .18	646.10 25.00	495.85 25.00 100.00	495.85 50.00 100.00
Miscellaneous Total	2,625.54	2,329.60	2,445.85	2,470.85
Expenditures: Administrative:				
Secretary's Office Treasurer's Office Committees Publication Fund	252.62 99.60 105.10 1,379.52	206.56 100.00 31.44 1,353.81	285.89 75.00 73.22 1,709.60	300.00* 100.00* 100.00* 1,500.00*
Annual meeting Investments Total	1,000.00	136.43	100.00	1,000.00° 1,000.00° 3,400.00
Cash on hand December 31:	1,870.15	2,371.51	2,573.65	1,644.00

*Budget	proposals	for 1	947
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Respectfully submitted to the Council

Approved:

, <u> </u>		President
•		
Secretary		
, .	1	Treasurer

Novermber 75, 1946

Dr. Lester J. Cappon, Secretary Society of American Archivists Box 202 Williamsburg, Virginia.

Dear Dr. Cappon:

Enclosed is Mr. Lokkels check for payment for his reprints from the October imme. Brints should have billed it direct to him, as I instructed them to do. Now they will have to wait for this check to go through the Society.

Thank you for the reports for the January issue. I shall crint bees and hope the Council minuter arrive in time to go in afte. I must get this i sue out over this Thanksgiving weekend because it will be the last time I can give to it for reveral weeks. However, do not worry, because if need be the Council minutes can go in with page proof, though I den't like to do so. I had to send some things in that way in the October issue and then got a complaint on poor proof-reading. I am just going to have to be hardboiled about deadlines, I guess.

I like your suggestion for the list of state agencies. would add one more juestion; rollicy with respect to local archives; do you centraline or encourage local care; how many county archives do you have; do you have authority to asscept or to demand transfers. That isn't well worded, but I think the discussion at the Friday meeting indicated a demand for information on those voints. Possibly I will think of something more and a better wording, but tonight I an too tared to think. Why don't you enlist the assistance of one of the newer archivists, such as Sidney Goldman of New Jersey or David Duniway? I'd like to he'p, and will as much as I can, but as you say, being editor is a full-time job. In fact, since my return from the meeting I have been just like Alice in Wonderland - T have to run very fast to stay in the same place. It seems as if I could never catch up on my correspondence, to say nothing of getting the magazine out. In fact, if I had not promised to take it for three years, and I keep my promise, I think my added home responsibilities and my continuing shortage in office help would force me to drop out. However, I shall stagger through somehow. And I do love the job!

Sincerely,

December 1, 1946

Dr. Lester J. Cappon, Secretary Society of American Archivists Box 203 Williamsburg, Virginia.

Dear Fr. Cappon:

The reports of the Secretary and of the Committees arrived in time to go into the January number. I noted that the Minutes of the Council would appear in the April issue. I am rather glad you did not get the Minutes ready in time, because I would have had to cut out something else in order to get them in. Yes, believe it or not, the editor nowadays seems to have plenty to publish, thanks to the marvellouse cooperation of the s-b-editors.

I find I do not have the names of the new vice president and new council member, which I need for the inside cover. I would appreciate it if you would send these along as soon as you can.

Sincerely,

MANAGING EDITOR

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25. D. C.

2 December 1946

ADDRESS COMMUNICATIONS TO LESTER J. CAPPON, SECRETARY P. O. BOX 803 WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am very glad to have the suggestion in your letter of November 25 regarding inclusion of data on local archives in the proposed list of state agencies for possible publication in THE AMERICAN ARCHIVIST. I shall try to go ahead with the questionnaire and consult with David Duniway on the form and content before asking for the data from the various states. As a matter of fact, he worked with Phil Brooks and me in compiling the list of agencies and names of officials which is already in the files.

Ehen we have the questionnaire in good shape, I shall submit it to you for criticism and advice before we mail it out. If it doesn't take too long to get the data assembled. I hope it may be in suitable form for publication some time in 1947.

I sent you the minutes of the business and council maetings a few days ago for the January issue; sorry to be late, but I was still hoping to hear from a few council members about possible corrections, when I mailed it.

Have you heard that Phil Brooks is in the Johns Hopkins Hospital? I don't know how serious his condition is. He had gone back to work on a part-time arrangement and perhaps he did so too soon. I am very sorry he is having such a long siege.

Sincerely yours,

Lester J Cappoi Secretary

Dr. Lester J. Cappon, Secretary Society of American Archivists Box 003 Williamsburg, Virginia.

Dear Dr. Cappon:

The notes of the business meeting and the Minutes of the Council came after I had sent copy for the January issue to press, but since they were so short I sent them along to the printer to be included in the January issue. I have an unusually long book review section this time, and if necessary can cut that down a bit to include this. Thank you for sending this material so promptly. Normally I should have sent the magazine to press by November first, but had to delay it a month to press by November first, but had to delay it a month to president's address, to be put in shape. I had reserved December first with the printer; so had to send along copy. I hope that by prompt proof reading I can get it out not too late, but I cannot send proof to everyone this time as Dr. Buck insists.

What do you think about that author's proof business? Personally, I have never yet had author's proof; sometimes I have thought the proof reading terrible. But, it does slow things up terribly to have to wait for the author to get around to sending back his proof. It seems to be that it is reasonable to send proof where the article bristles with foot notes as in the case of the average historical acticle; or where there has been a considerable delay in publication so that there might be something to be added. I always query the anthor about doubtful wording, not always with responses, I might say. For instance, in one article being published this time, I rometime ago asked an author for a clarification of a word which I assume is a technical diplomatic word, but which I cannot find in Webster or my French dictionary. No resconse. For this i sue, despite Dr. Buck's instructions, I am not sending proof to anyone who has not specifically asked for it (two people). As Professor Pease says, "The author has no rights the editor is bound to abservet However, I am not publicizing what I am doing.

Sincerely,

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25. D. C.

December 6, 1946

ADDRESS COMMUNICATIONS TO LESTER J. CAPPON, SECRETARY F. O. BOX EOS WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

This letter is to inform you that President Buck has appointed you a member (ex Officio) of the Committee on Archival Bibliography for the current year and to say that we hope very much you will accept.

Mr. Karl L. Trever is chairman of this Committee and I am sure he will communicate with you regarding the projected work of the Committee as soon as I can notify him of your acceptance.

Hoping to hear from you at your early convenience, I remain

Sincerely yours

Lester J. Cappon Secretary

P. S. I am glad to learn from your letter of December 3rd that you can include the minutes of the Council and the business meeting in the January issue. With regard to your question about authors' proof, I feel that every author ought to be sent galley proof of his article whether he requests it or not. It could be sent with a deadline set for return so that the editor would not be delayed in returning proof to the printer. Sending proof to the author provides also some protection to the editor although it is true that some authors may be inexcusably fussy about details.

∠.g.C. L.J. C.

December 9, 1946

Dr. Lester J. Cappon, Secretary Society of American Archivists Box 203 Williamsburg, Virginia.

Dear Dr. Cappon:

I have said that I would not accept any committee assignments during my term of office as Managing Editor, but since Mr. Trever calls the membership on the Committee on Archival Bibliography an ex officio membership, and since I shall be working closely with his committee anyhow, I suppose I may as well agree to serve on the committee. I appreciate being wanted and will try to help all I can.

Thanks for your views on author's proof. Because we are running over a month behind schedule on the January issue I shall have to postpone inaugurating the custom until the April issue, except where I had already made arrangements for it in two cases. I did not see anything to question in the material you sent in, but will be glad to watch for any changes you may want to send me meantime.

Sincerely.

MANAGING EDITOR

Dr. Lester J. Cappon, Secretary Society of American Archivists Bex 203 Williamsburg, Virginia.

Dear Dr. Cappon:

A carbon copy of my reply to Mrs. Willis, Treasurer of the Texas Historical Association meant for your information, was omitted from my latter of yesedday.

Here it is.

Sincerely,

MANAGING EDITOR

Dr. Lester J. Cappon, Secretary Society of American Archivists Box : 03 Williamsburg, Virginia.

Dear pr. Cappon:

Enclosed is the bill for the January issue. It is fortunate that I asked for the additional money for printing. I am afraid the April issue will be long too, but I think I can cut down on later numbers to keep within the budget.

You will notice two items in this bill. The killed type was caused by the fact that an article containing the same facts, though not as detailed, came out in Harper's and Readers' Digest in January and I was afraid of running into copyright difficulties.

The other item is for an increase in cost of paper. The printer wrote me that he did not anticipate an increase in cost to us from the increase in paper costs, but I notice he included it in the bill. I do know that paper prices advanced markedly after the centract was signed.

The contract reads as follows:

"On the basis of 600 copies, our charges for stock, presswork, and binding will be as follows:

64 pages & cover - *154.17 Add_tional hundreds -*9.04
68 pages & cover - add 16.06. " add .83
72 pages & cover - add 24.27 " 1.04
80 pages & cover - add 38.26 " 1.45
96 pages & cover - add 57.22 " " 2.20"

The price of press-work continues.

The last paragraph reads:
"IV. <u>DUBATION OF AGREEMENT</u>

The prices set forth in the proposal are intended for an indefinite period, subject to cancellation by either party upon sixty days! notice in writing and subject to the Conditions of Sale forming a part of this proposal."

On October 17th : wrote Mr. Pachmann at Banta's as follows: "Will the recent increases in XMW cost of paper affect the present contract or did you anticipate this in drawing up estimates? Ou Council meets next week and will pass

the budget, so if we are apt to have a large or even small increase we should anticipate this so far as possible."

On October 24, Mr. Bachmann replied as follows:
"The recent increases in the cost of paper will not affect the
current contract. If any changes are required, I will give you
notice of it as the prices increase."

That is the last time the subject has been mentioned between us. I think unquestionably this increased cost of paper stock is justified, but I think in paying the bill it might be advisable to call his attention to this increase of \$6.62 concerning which we had not received prior notice. That is a small amount, but running on our restricted budget it might be upsetting if it were to happen every time without our having taken it into consideration.

So far the Editorial Board has come to no agreement on the matter of soliciting advertising. I think the trouble is that we are all completely inexperienced in the matter of how to start. Some of the board are a little afraid we may run into difficulties about the quality of equipment offered by would be advertisers, but I am not worried on that score. Didn't the Secretary at one time have some correspondence with an advertising placement bureau? I think it was while Phil was Secretary. The bureau said we did not have enough circulation to make it worth while to try to place advertisements. Perhaps we now have something more in the way of inducements. I would appreciate it if you could locate this correspondence in your files and see if it contains anything which could be helpful to us now.

sincerely,

MANAGING EDITOR

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25. D. C.

27 Feb. 1947

ADDRESS COMMUNICATIONS TO: LESTER J. CAPPON, SECRETAR P. O. BOX 203

See Kes Yeston,

Here is the netwel or Montang from the secretary's files. Upperally the reaction to the preparal over not favorable before the wer, but now total members and subscriber is now about 450 and the backy entits magazine are better home.

I wonder whether limits for thely, how with humighton- Kent in New York, could give some obview on the question of getting all from commercial formies, both as to the interest of the prime in doing so and the nich to the abouty in carrying such along we about appear to be going approval to their products. Leely hallows in 315 Fourth lane, sew York 10, M. J.

lucky your,

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25. D. C.

1 March 1947

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SEGRETARY
P. D. BOX EOS
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton, Managing Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

The bill for the January issue of <u>The American Archivist</u> has arrived and I have forwarded it to Miss Chatfield for payment. Although it amounts to considerably more than 25% of the total allotted for the four issues of 1947, I note that you expect to hold later issues down to smaller amounts. I'll write to Banta about the extra charge for paper which was made without notice.

One error that the printer made in the January issue worries me. The table of contents and title-Page for Vol. IX (1946) are not tipped into the January 1947 issue as a separate 4-page sheet which could be removed for binding in the 1946 volume. I'm afraid a good many of our subscribers and institutional members will raise a howl. I have already had one request for this preliminary matter for Vol. 9. I wonder whether we should not have this little job redone in the right way.

I have received the reprints of the model state archives law.

I am forwarding herewith a letter and article received from the librarian of the Imperial Records Department for your consideration. I doubt whether the proposed Dewey decimal classification of books and printed material onbarchives is very practicable for a special library of this kind, but it has some merit.

I hope you have received the small file of correspondence on "Advertising" which I sent you earlier this week.

With kind regards,

Sincerely yours,

Lester J. Cappon Secretary Dr. Lester J. Cappon, Scoretary Society of American Archivists Box 200. Williamsburg, Virginia.

Dear Dr. Cappon:

Thank you for sending me the file on advertising in The American Archivist. I do not think that any of us has had enough experience in soliciting advertising to tackle the proposition. Most professional journals seem to advertise chiefly books, and I do not think enough books are published commercially in our field to make that a source of income to us. With increased cost of publishing and the increased amount of material being offered to the editor, however, I feel we shall have to su plement our revenue somehow. I do not think we should approach proposed advertisers, to give them a chance to say "Bon" until we have the project better in hand. The Editorial Board will contains to work on the program.

I have solicited one ad, however. Miss Taylor complains that The American Archivist is not giving enough spread on the 1947 convention to please the local committee. I suggested that she try to induce the D & PGW Pailroad to take a page in the July number. That might break the ice for us if they would do it.

cancerety,

MANAGING EDITOR

Dr. Leater J. Cappon, Secretary Society of American Archivists Box 203 Williamsburg, Virginia.

Dear Dr. Cappon:

I have been holding my breath waiting for squawks about that January binding. I do not know how it happened, because the printer had it plainly marked (or so I thought) for inclusion of the title page and table of contents as I have 25 copies of this as separates. a separate. left over from cutting up that many numbers to supply author copies. I had in mind sending them out to the first 25 persons who asked for them, but since you seem to be the one who is geeting the complants. I will send this supply to you shortly. The printer kills type the instant he has done the printing, so it would be expensive to have this reprinted, and I doubt if he would do it free - he'd probably blame me, and I suppose I would have to take the blame because he himself marked the copy for the binder and I did not make any annotation because it looked to me as if it were taken care of. I think maybe we can get by on the 25 extra copies.

The April number is also going to be an expensive one, owing to circumstances out of my control. CHiefly it was because the News Editor was two weeks late with copy, and after I had told him to send in just what he had, and to keep it short - then I got an extra fat number. I was tempted to pull Phil's article, but I got proof almost before the News Motes got to the printer, and I thought it would be just as cheap to go through with the April issue as it was. Now I have worked off all the long articles I got myself committed to print, and can control the other two numbers for this year so we can. I hope stay within the budget unless they raise prices on us. You will also understand that I had not received the bill for the January issue when we went to press for April and did not realize how big a boost our new printing contract really was.

We are certainly going to have to do something about soliciting ads, but I still lack an inspiration. Miss Tajor thinks we aren't giving sufficient publicity to the local committee for the September meeting, so I suggested that her railroad take a page ad. I haven't heard from her yet. I still do not understand how much hospitality is involved

in the 1947 convention, and how much boosting for business for that railroad. Someone suggested Herbert Brayer as a good one to promote our advertising, but I suppose he is still abroad and I am not too sure he might not be too much of a go-getter.

I will return your correspondence file shortly. I am sending this out from the office, and do not have my American Archivist material down here.

Sincerely,

MANAGING EDITOR

P.S. Thanks for the article from Indiana. I have had several requests for such a classification scheme for an archival library, so I will run this some time.

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25, D. C.

20 March 1947

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX 203
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I have received the extra copies of the title-page and table of contents of the 1946 volume of <u>The American Archivist</u> and shall send them to any institutions which request them. I hope we have enough copies to meet such requests. It seems to me it is the responsibility of the printer to do the right thing on a job like this which recurs each year.

I have made pretty good progress with the returns on the questionnaire on state archival agencies and their functions, and I am hoping to have the material in shape to submit to you in the near future. Will you have room for it in the July issue? It should not require more than nine pages, I estimate.

Through my correspondence with Virgil Peterson about the schedule for the annual meeting in Colorado we should have advance information for Karl Trever to incorporate in his News Notes for the July issue. I hope the Denver & Rio Grande will be sufficiently interested to give us an ad. In any case we ought to give as much emphasis as we can to the meeting in the July number.

Sincerely yours,

Lester J# (Secretary Dr. Lester J. Cappon, **Sectot**ary Society of American Archivists Box 203 Williamsburg, Virginia.

Dear Dr. Cappon:

Enclosed is a complaint from the Library of the College of William and Mary that they have not received their copy of the October 1946 American Archivist. I have written them that I am referring this to you, since I have nothing to do with the subscription and mailing lists. Are you the one to whom such things should go, or should I send it to the printer? I assume that you are the one since it may involve a question of jayment of dues or subscriptions.

I do not yet know for sure whether I shall have room for the material on state archival agencies in the July number. I am going to be very short on space for the rest of the year, but I feel that this is something which should be printed as soon as possible not only because it will soon go out of date but also because it is something which is very much needed. So send along the copy and I will get it in the July issue if I possible can, if not, in the October issue.

So far I have not heard anything from Miss Taylor about an ad from the D & RG W R.R. How would it be to make up a spread for the back cover advertising the convention? Just a few words, perhaps, but something in bold type that would stand out.

Speaking of advertisements, William Overman has sent in some good suggestions which he got from an advertising man connected with his company. As soon as I get caught up with my corres ondence (which, along with ye ed has been suffering from flu) I will send you a copy of his suggest-The Council airily left the matter of advertising up to the Editorial Board, but none of them seems to feel capable of carrying out the actual solicitation of ads. I do not feel that I can undertake that on top of the editorship. As it is, every bit of the editorial work has be be done after 9 P.M. and it is getting me down. I wish we could have a committee on advertising. Someone suggested Mr. Brayer, but I don't know how much longer he is to be out of the country nor whe her he would be the right person. Please put on your thinking cap and see if you cannot suggest someone. It is obvious that the Society can no longer

finance all costs of publication. The new rates seem to be running us close to \$7.00 a page, and the requirement that authors be allowed to see their proof which means they are all making expensive alterations.

I am also forwarding a letter from Mr. Charles W. David, director of libraries at the University of Pennsylvania, asking about obtaining a copy of volume 1 number 2 for a German bookbinder. I still have one or two copies of this number, but feel we should keep them for distribution to people who want the description of the Illinois Archives Building - for instance, one is on the way to Peru right now. I am writing to Mr. David that I think the number is out of print.

Under separate cover I am returning the file on advertising from phil's files, which you loaned me some time ago.

Sincerely,

MANAGING EDITOR

BOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINSTON 25, D. C.

19 April 1947

ADDREES COMMUNICATIONS TO: LESTER J. CAPPON, SECRETARY P. O. BOX 203

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Virgil Peterson has sent me a copy of the proposed "spread" on the back cover of the July issue of "The American Archivist, to announce the annual meeting of the Society in Colorado. He has raised the question whether it should not announce the meeting of the American Association for State and Local History as well as the archivists'. I don't see why it shouldn't include both. I suggest that you might write to S. K. Stevens, president of the AASLH, about carrying both names; I'm sure he will be very much in favor of it. If there is any separate item of cost in printing the spread, I suppose the two societies might share it 50-50, but it may not be worth any separate accounting. We might regard the spread as an ad at a certain rate for the back cover, but I doubt whether the AASLH could afford to pay or would want to pay such a rate; and in this instance it probably would not be good policy on our part.

I am glad to know that the D&RGW Railroad has agreed to place an ad in this issue.

I don't want to appear to be meddling in these matters, for I think they are the primary concern of the editor and the editorial board.

Sincerely yours,

Lester J. Cappon

Dr. Lester J. Cappon. Secretary Society of American Archivists Box 203 Williamsburg, Virginia.

Dear Dr. Cappon:

Enclosed is a request for a copy of the April issue of The American Archivist. I do not know how you handle such requests so am forwarding this to you.

The list of American archival agencies is fine and will be printed in the July number.

We are having quite a flurry here over a bill to take the State Library out from under the Secretary of State and to set it up as an independent agency under the Governor. The bill is an attempt to oust Miss Rogers. but it would seem to me that there might be a better way than to upset the apple cart. Charges of politics are coming from both sides. I would not know, though I am personally contented as is. In my estimation it would be illegal to take the archives out of the Secretary of State's office and would immensely complicate administration. All arguments, so far as I am concerned. in favor of having the archives a part of the State Library stem from the fact that that institution has protected us from some of the worst features of politics. If the bill goes through, and I think it is 50-50, it will be necessary for me to try to get the archives separated, though I fear there won't be time this session. D--n politics!

Sincerely.

Dr. Lester J. Cappon, Secretary Society of American Archivists Box 203 Williamsburg, Virginia.

Dear Dr. Cappon:

Is you are going to need reprimes of the list of state archives beyond the 25 copies which I will be sending you. please write immediately to Harold J. Bachman, George Banta Publishing Co.. Menasha, Wisoncin. I told him to hold the forms until I could hear from you. If you do not want extra copies, please let me know so I can release the forms.

The July issue went to press this afternoon, according to a telephone conversation with the company. I kept it down to 96 pages, which is about the minimum (otherwise it can be only 80 pages or is it 63 pages - anyhow, a multiple of 16 or 32 pages). When I was in Washington in April I told Dr. Buck the cost had shot up beyond our budget and he said to ask the Council for more money. The two advertisements (if the local committee is to page for thiers) will help by \$50.00.

We are still working on the advertising angle, but everyone whom we have contacted so far say there is no chance to do anything there until equipment companies begin advertising again - that most quit because they have such a backlog of orders. I have suggested that we run subject advertisements - one number to ask all microfilm companies to order, another time, filing bureaus, etc. That ought to carry us until we can get regular advertisers. Dr. Overman is working on the problem.

I suppose you know that Karl Trever has resigned, effective with the October issue, as News Notes editor, as well as chairman of the bibliography committee. The latter will be up to the President to take care of, but I suppose the Editorial Board will have to find a News Notes editor. I have not written to the Board pending word from Karl as to his suggestions. We could turn it over to the Technical Committee (if Skordas would take it) but I feel someone at the National Archives would be better since he would be at the source of news. I asked what Karl thought of Miss Christopher who seems to have been doing good committee work there but with whom I do not think I am acquainted. Have you any suggestions?

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25. D. C.

5 July 1947

ER J. CAPPON, SECRETARY P. O. BOX 203

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield. Illinois

Dear Miss Norton:

I should have replied to your letter of June 25 as soon as I received it, and by not doing so it has gone unanswered for ten days. I don't believe it will be necessary to provide more than the usual 25 copies of offprints of my directory of state archival agencies. Most of the people who will want to use it take THE AMERICAN ARCHIVIST and furthermore the data will have to be revised to be kept up to date from time to time.

I am sorry that Karl Trever finds it necessary to resign as News Notes editor and as chairman of the Committee on Archival Bibliography. I agree with you that the editor ought to be someone in the National Archives because that is the news center for archival matters. No one in particular comes to my mind as a good successor to Karl, but I expect that he will have some helpful suggestions. I would feel inclined to keep Skordas on the Technical Committee without adding the responsibility of the manuschakitalingraphy news notes.

Sincerely yours,

Veter O. P. A. Lester J Cappon Secretary

Dr. Lester J. Cappon, Secretary Society of American Archivists Box 203 Williamsburg, Virginia.

Dear Dr. Cappon:

It is with fear and trembling that I enclose the bill for the July issue. You will notice that the price of paper has gone up again. I suspect that by now the American Archivist budget for the year is completely shot, and I would appreciate a statement from you as to the status of our publication fund. I tried to cut down the number of pages this time, but the printer called for more copy, saying it must be an even 64 or 96 pages to print economically and 64 was too small. I talked with President Buck about our printing prices when I saw him in April and he said by all means not to try to cut down on the magazine, but to present a revised budget for the rest of the year to the Council and ask for more money. The first two issues this year were necessarily long- 112 pages each. Our big extravagance has been the illustrations, and yet, I agree with Dr. Buck, that they are worth the relatively slight increase in cost.

I enclose my correspondence with the C.F.Cusack Advertising Agency. I think you should bill them for the Rio Grande advertisement, and I suppose we should send them a copy of the entire issue. Do you want me to send that, or will you?

Do I also understand that the Society will pay for the one page ad for the convention, or is that to come out of local committee expenses? I did not contact the other society, because time was so short and I thought our society would be a little cheap in asking them to meet part of the expense. If so, we can countarifty dollars off the cost of this issue, which will help.

I might explain about the billing for 625 copies instead of the usual 600. This is to enable the editor to supply copies to contributors and to take 25 copies from our meager remainders would be too many. I think. Through error the printer did not supply these copies from a surplus printing for the April issue.

Sincerely.

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25, D. C.

26 July 1947

ADDRESS GOMMUNICATIONS TO: LESTER J. CAPPON, SEGRETARY P. O. BOX 200 WILLIAMSEURS, VIRGINIA

Miss Margaret C. Norton, Managing Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

In view of the high quality of our magazine under your editorship and increasing costs of materials, I am sure you need have no fear about the willingness of the Council to approve a supplementary appropriation to carry through the rest of this year. According to my arathmetic, the cost of the first three issues was \$1,772.46, leaving a balance of \$227.54 from the \$2,000 appropriated. What other expenses are to be deducted? I should think that the cost of printing the notice about the annual meeting could be charged to the item "Annual Meeting" in the budget.

Regarding the bill to the Cusack Advertising Agency for the railroad advertisement, you did not state what the amount is. Is it \$25.00? I suppose this bill should be sent from my office and cleared through the treasurer's accounts. Since I am going on my vafation next week, will you please send the necessary information for the bill to my secretary, Mrs. Adele Hall, 737 Lexington Avenue, Charlottesville, Virginia, so that she can send out the bill? I am returning the Cusack Order No. 744 to you. If you will send this order number to Mrs. Hall, you can keep the order form.

I suppose you have received a letter from Lester W. Smith, librarian of the National Archives, about setting up an exchange with the Netherlands Archives through the National Archives, in accordance with the action of the Society's Council on November 7, 1945. I approve this recommendation, and if you do, will you write to Mr. Smith to this effect? If you do approve, I shall make arrangements for sending all available back copies of THE AMERICAN ARCHIVIST and have the Netherlands Archives put on our mailing list to receive current copies.

During the month of August you can reach me at 2376 N. Sherman Blvd., Milwaukee 10, Wisconsin. I shall go from Milwaukee to our annual meeting in Colorado before returning to Williamsburg. I am looking forward to seeing you at the meeting. With kind regards,

Sincerely,

Lester J Cappon Secretary

The National Archibes

Washington, D. C. July 30, 1947

OFFICE OF THE ARCHIVIST

Miss Margaret C. Norton Archives Department Illinois State Library Springfield, Ill.

Dear Margaret:

This is in reply to your letter of July 7 concerning the resignation of Trever from his chairmanship of the Committee on Bibliography and editorship of the News Notes Section of the American Archivist. I intend to appoint Lester Smith, Librarian of the National Archives Library, as chairman of the committee. I recommend that you ask Miss Christopher to handle the editorship of the News Notes Section. As she is on the staff of our Library, she can work in close touch with Mr. Smith. She can also, of course, count on the assistance of Mr. Holmes and other members of our staff. By the way, her name now is Mrs. Mary C. Lethbridge.

Your letters concerning the New York report have been much appreciated, including the one of July 25. I do not believe we had better undertake to make any revisions in the recommendations as to staff needs. I think the special circumstances are made clear, both in our report and in the Eddy report. I have made a considerable number of minor linguistic and stylistic revisions in a carbon copy of the report that I retained, and I am suggesting to Morrison that he return the ribbon copy to me so that these corrections can be made in it. I have never heard definitely whether he intends to have it processed in any form.

Sincerely yours,

Solm f. Buch

Solon J. Buck

To Members of the Council of the Society of American Archivists.

The budget of the Editorial Office of The American Archivist for the current year was based upon estimates taken from a new contract with the printer, and was set \$2000.00 for 1947. Rapidly rising costs of printing and particularly of paper have caused our printer to invoke the clause in our contract permitting him to raise costs on giving sixty days Consequently we are in effect operating on a cost notice. plus basis rather than at a fixed rate. This increase in printing cost, plus the added expenses incidental to permitting contributors to receive proof, the cost of sending copies of their articles and the fact that the editor has not been able to take care of mailing costs as the former editor was able to do from his subsidy, has made it impossible to publish the four numbers this year within the \$2000 budget, though no editorial expenses (i.e., for outside help) have cone up. The cost of the first three numbers this year has been \$1,772.46, leaving a balance of \$227.54 for printing the October issue, which I estimate will cost, I hope, alightly less than \$600. I have discused this problem with both the President and Secretary of the Bociety, both of whom advised me to apply to the Council for an additional allotment of a sum sufficient to issue the October number at its minimum size of 96 pages. I estimate that approximately \$375.00 more will be needed and am sending off copy due at the printer's within the week, on faith that this will meet with the approval of the Council.

Since the Secretary is away on his vacation. I am taking this direct approach to you rather than by submitting this proposition through the Secretary in the usual manner. Will you please send your discussion on this matter to the President, and may I ask him, please, to transmit the advice of the Council to me.

Sincerely.

Managing Editor

Mrs. Adele Hall 737 Lexington Avenue Charlottesville, Virginia.

Dear Mrs. Hall:

Since Dr. Cappon is away on his vacation he suggests that I write directly to you about sending out a bill to the C.F. Susack Advertising Agency for one full page ad in the July number of The American Archivist, \$25.00. The address is

C.F.Cusack Advertising Agency 304 California Building Denver 2. Colorado.

The advertising was on behalf of the Denver & Rio Grande Western Railroad, Advertisement No. 257.

Dr. Cappon said for me to keep the original order, but I think it best that this should be in the Secretary's files. so I am returning it to you. The sample page should be sent to the company with your bill.

I am sending Dr. Cappon a le

Sincerely.

Managing Editor

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 28. D. C.

August 8, 1947

ADDRESS COMMUNICATIONS TO: LESTER J. CAPPON, SECRETARY P. O. BOX 203 WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton Managing Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Margaret:

As I am leaving tomorrow for Minneapolis and Colorado, - I am forwarding to you herewith the letters that have come to me in response to your letter of July 31. I think Mr. Brooks also sent me a communication indicating that he favored the proposal, but I seem to have mislaid it. Of course, I vote for it too and I think you are quite justified in going ahead. I am asking my secretary to forward to you any further letters on this matter that may come in after today.

Sincerely yours,

Solon J. Buck

encl.

Dictated but not read

AUG 7- 1947



DEPARTMENT OF ARCHIVES AND HISTORY

STATE OF MISSISSIPP!

WAR MEMORIAL BUILDING JACKSON 105, MISSISSIPPI

August 4, 1947

Dr. Solon J. Buck, President Society of American Archivists The National Archives Washington, D. C.

Dear Dr. Buck:

Miss Norton has written me concerning the need of an additional \$375.00 for the American Archivist. I am well aware of the present difficulties in printing journals and see no reason why the sum should not be granted by the Council.

The American Archivist has shown great improvement this year. I believe that we might be justified in sacrificing, if necessary, on other items to continue efforts to raise it to a higher standard.

I am looking forward with pleasure to seeing you in Colorado in September.

Yours sincerely,

William D. McCain

leain D'Melain

WDM: cc

OFFICERS TON L. MCCULLOUGH

HALL OF STATE

DALLAS 1

August 4, 1947

Responding to Miss Norton's memorandum of

Our increased expenses suggest that we need to

I have thought that commercial advertisements in The American Archivist of supplies and equipment suitable for depository use would be helpful to the members of

AUG 7-1947

TRUSTEES

DALLAS HISTORICAL SOCIETY

GRORGE WAVERLEY BUSGS Executive Committee

E. L. PLIPPEN R. R. GILBERT TOM C. GOOC

MRS. BARRY MILLER HENRY S. MILLER

MEE. WOLLE ELI SANGER HARRY L. SEAY M. B. SHANNON MRS. ALEX W. SPENCE TVELLE WAGGENER

"August 31st" (how time flies) to the Council, I am in favor of making an additional allotment of \$375

the Society, in affording them a convenient method of receiving information from manufacturers; and that these advertisements would be a useful source of funds

for publication of The American Archivist. I should like to propose that the Council consider the suitability and feasibility of including advertising matter in The American Archivist.

Sincerely.

of it - Gambrell

CC: Miss Margaret C. Norton

SAM H. ACRESON Secretary D. W. FORES HERBERT GAMERALL Director

SUMMERFIELD G. ROBERTS Vice-President

E. DEGOLYER Vice-President

VIRGINIA LEDOY GAMBRELL Archivist Dr. Solon J. Buck, President The Society of American Archivists

The National Archives Washington, D. C.

Dear Dr. Buck:

to supplement funds available for printing the October issue of The American Archivist, if there is a sufficient balance of unallocated funds in the treasury to provide it. consider additional sources of revenue. For some time,

State Department of Archives and History

J. ALLAN DUMN, SALISSURY
MRS. SECREE MONRILL, PAYETYEVILLE
CLARENCE W. GRIFFIN, FOREST CITY
R. D. W. CONNOR, CHAPEL HILL
W. T. LAPRADE, DURNAM
GERTRUDE S. CARRAWAY, NEW BERN
MRS. P. F. PATTON, MENDERSONVILLE

RALEIGH, N. C.

August 5, 1947

CHRISTOPHER CRITTENBEN, DIRECTOR

Dr. Solon J. Buck, President Society of American Archivists The National Archives Washington 25, D. C.

Dear Dr. Buck:

I have Miss Norton's communication to the members of our council, and I vote for the additional allotment to pay for the October number of The American Archivist.

Yours sincerely,

Ciaa Coo

Christopher Crittenden
Member of the Council
Society of American Archivists

THE AMERICAN UNIVERSITY

AUG 8- 1947

THE SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS
1901 F STREET, NORTHWEST
WASHINGTON 6, D. C.

August 7, 1947

Dr. Solon J. Buck, President Society of American Archivists National Archives Washington, D.C.

Dear Dr. Buckt

In a circular letter to the Members of the Council of the Society of American Archivists, Miss Margaret C. Norton, Managing Editor of The American Archivist, has explained her need for an additional allotment of a sum sufficient to issue the October number at its minimum size of 96 pages.

I find her request entirely justified and approve of the allotment of an additional sum not to exceed \$400.00.

Sincerely,

Ernst Posner, Dean Graduate Division

EP/cf

Feelsham

INDIANA HISTORICAL BUREAU AUG 11 1947

STATE LIBRARY AND HISTORICAL BUILDING

INDIANAPOLIS 4

HOWARD H. PECKHAM DIRECTOR

August 8, 1947

TELEPHONE: RILEY \$361

Dr. Solon J. Buck Wational Archives Washington, D. C.

Dear Dr. Buck: -

In response to the query sent to Council members by Miss Morton about the cost of The American Archivist, I am in favor of allowing her the additional money she needs for the fourth issue. If the expense is too great the following year, I see no alternative except to reduce the size of the magazine.

I hope I shall see you in Denver.

Sincerely yours,

Howard H. Peckham

Director

HEP: CR

C.F.Cusack Advertising Agency Galifornia Building Denver 2. Colorado.

Dear Sirs:

Your check for \$21.25 in payment for the full page advertisement of the Denver and Rio Grande Railroad is being forwarded to the Begretary of the Society of American Archivists. Dr. Lester J. Cappon. P.O. Box 203. Williamsburg. Virginia. As Dr. Cappon is now on vacation and does not plan to return until after September 7th, there may be some delay in processing this check. I do not know how Dr. Cappon billed you, but our rate is \$25.00 net per page. so I do not know whether an adjustment will have to be made. At any event. Dr. Cappon will follow through from here on.

Thank you for this business.

Sincerely.

Managing Editor

Dr. Lester J. Cappon, Secretary Society of American Archivists P.O. Box 203 Williamsburg, Virginia.

Dear Dr. Cappon:

The telegram of condolence from the Society of American Archivists was very much appreciated. I came back to the office yesterday but have not get caught up with the accumulation of business; the breaking up of my mother's lares and penates and remodeling of her apartment in preparation for new tenants are taking a heavy toll physically and emotionally at a time when I am already worn out. I hope I can be on an even keel again before receiving proof for the October issue, which proof, however, is due right now.

I enclose a request for title page and index for the American Archivist vol. 9. 1946; also a check from Mr. G.C. Kitching of Lusaka. South Rhodesia. I do not know what this check is for unless to reimburse us for the cost of mailing copies of his article which appeared in the April number. I have not acknowledged either as I think you as secretary should do so.

Several years ago there was some discussion about incorporating the Society of American Archivists. Was this completed, and if so, where and by what authority (state, federal government, etc.) were we incorporated?

So far I have not seen Miss Rogers, but I think our Miss Scheifler was somewhat disappointed in her first SAA meeting. I was glad for her to become acquainted with the friends she has heard me mention so often, and I think she liked them all, but she thought the local committee handicapped by physical inconveniences beyond their control. I am anxious to hear all about it by someone who understands all that went on

Sincerely,

Managing editor

Dr. Lester J. Cappon. Secretary Society of American Archivists Box 203 Williamsburg, Virginia.

Dear Dr. Gappon:

In reading proof on my report as editor (which was typed and sent to you during my absence) I discover that part of a sentence was omitted in typing and I wish to make the following correction:

The second sentence in the first paragraph, should read as follows:

Though there are still topics which we have so far been unable to find the right person to discuss, and though we still have difficulty in getting technical notes suitable for use as fillers, we do have a good backlog of contributions for which we have not yet found space.

Please make that correction in the file copy.

Sincerely.

Managing Editor

Report for Year 1946/47

At the time of our assuming the editorship of The American Archivist, beginning with the July 1946 issue, the major problem was that of getting suitable and sufficient contributions to the journal. Though there are still topics which we have so far been unable to find the right person to discuss, and though we bell have difficulty in getting technical notes suitable for use, we have not yet found space. The news notes editor, the book reviews editor, the committee on archival research, the committee on technique and the editorial board have given loyal and selfless support to the editor and this in turn has been reflected in the quality of the contents. unable to find the right person to discuss, and though we still

> The major problem at present is financial. Printing and paper prices have practically doubled in the past year, making it necessary for the publisher to take advantage of the option in our contract to increase prices on sixty days notice. In effect we are now operating on a cost plus basis, but with Banta giving us every possible consession. Neither the editor nor the publisher is willing to print an issue of less than 96 pages. Material has been available for much larger issues and lest minute juggling of articles to make the number of pages come out even has caused disappointment to authors who had thought their contributions should have been published sconer; in at least one instance a leading article of particular timeliness had to be crowded out because the number of pages could not be made to come out even with that included. The only economy which seems to be feasible is the omission of illustrations which, if we are to judge from comments made by our readers, would seem to add more than the approximately \$50 per year they are costing us.

The only other alternative is to include advertising. In pursuance of the suggestion to that effect made by the Council last year, the Editorial Board has spent considerable time and effort on this subject. Two advertisements appear in the October issue at \$25 each.

Dr. Overman consulted a friend who is an advertising expert. This advertising man, in substance, says that our subscription list is not large enough to attract the regular advertising agencies. that shortages have caused the equipment and other companies to curtail their advertising programs, and that the best we can hope for is good will advertising. The editor feels, however, that we could get the kind of advertising we want if someone would devote the amount of time to it which is donated by our present sub-editors. She has been impressed by the kind of classified advertising in certain architectural magazines, notably the Architectural Forum, in which an attempt is made in certain numbers to get informational advertisements on what is newest and best on selected subjects. For instance, she thinks advertisements might be solicited one time for mending and repair materials and equipment; another time by library stack and other engineering firms? vault doors, etc;, another time for fire extinguishers, fire and burgler alarms; another time for archival boxes and filing cabinets, plan files and

the like; another time for filing analysts and filing materials; and so on. Such advertising would not be repeat business but in time it would become sought after prestige advertising, and it would form a valuable reference file for the archivist. All this would take planning and a little time. The editor does not have the time or energy for this added work and is hoping the founcil can assist her to find someone to take over the work of soliciting advertising.

In the absence of the editor, the Council may like to call Dr. Overman in to advise in more detail concerning some of his investigations on the subject of advertising.

It was with deep regret that the resignation of Karl Trever as News Motes Editor was accepted. Pr. Trever has given unstintingly of his time and efforts to make the News Notes department an outstanding feature of the review, and after so many years of work we could not stand in the way of his desire to denote more time to private research. We are happy that he has consented to remain on the Editorial Board. Hrs. Mary Christopher Lethbridge of the National Archives has been appointed News Motes Editor, but as yet has not formally accepted.

Respectfully submitted,

Margaret C. Norton
Hanging Editor per HE

SOLON J. BUCK, PRESIDEN THE NATIONAL ARCHIVES WASHINGTON 25. D. C.

17 September 1947

ADDRESS COMMUNICATIONS TO: LESTER J. CAPPON, SECRETARY P. G. BOX 803 WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton, Managing Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I have been so busy getting back into my work since I returned from Colorado that this is the first opportunity I have had to write to you. We were all very sorry that you could not be with us at Glenwood, and I know these are difficult days for you in getting readjusted at home and trying to carry on your work at the same time. With this letter goes my deepest sympathy for you.

The Council approved of increasing the Publications item in the budget to \$2,500. for 1948. If there is a deficit for this item for 1947 as budgeted, an additional amount will be appropriated to take care of the matter. I read your Report to the Council. Miss Chatfield said that since the financial condition of the Society is encouraging, we should have no difficulty in carrying the additional load caused by increased costs in publishing the magazine.

It was felt that your proposal that ads of the same character or on the same kinds of materials be carried in one issue of the magazine, and another kind in the next issue, etc., is a good one. It was voted "that the editor be authorized to carry advertising in THE AMERICAN ARCHIVIST and to accept or reject advertising at her discretion." It was felt that if a company manufacturing material of inferior quality wanted to buy an ad, such an offer should be rejected and that this action of the Council would give you authority to fall back on if necessary. Since Mr. Overman has already been of considerable help on the whole problem of advertising, it was suggested that you might ask him to take this special responsibility as a member of your board and relieve him of all other duties he might have as a member of the editorial board. I believe that we may be able to prealize some income from advertising if someone can concentrate on the problem.

I shall write to the Cusack Advertising Agency to inform them that our bill for the Denver & Rio Grande ad is \$25.00 net. Herb Brayer told me that the railroad pays a large annual sum to this agency to handle their advertising and they should not be charging us anything. It seems to me, however, that we should charge much more for an ad on the cover of the magazine.

Regarding appointment of a member to the editorial board because of the expiration of Grace Lee Nute's term, the Council felt that it should follow the recommendation of the editor. If you will recommend someone for this position, I shall write to the members of the Council for their approval.

In reply to the question in your letter of September 9, the Society was incorporated in the District of Columbia in 1945.

I shall send you in the near future the text of the Constitution of the Society as amended at the recent annual meeting, for publication in the January

issue of THE AMERICAN ARCHIVIST. I shall send you also in due time the secretary's annual report, dertain committee reports, the minutes of the council and of the business meeting, the budget for 1948, and the financial statement for the year ending June 30, 1947. At Miss Chatfield's suggestion the Council voted to change the fiscal year from the calendar year to the annual period from July 1 to June 30, beginning July 1, 1947. Therefore the statements she submitted at the recent meeting were for the year ending December 30, 1946 and the first six months of 1947.

I think most members felt that we had a very satisfactory meeting in Colorado. It was well attended and the programs of the two societies were very stimulating for the most part. The hotel service could have been better in some respects and the trains were usually late; but on the whole I feel it was a very profitable meeting.

Sincerely yours,

Lester J. Cappen Secretary

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25, D. C.

17 September 1947

ADDRESS COMMUNICATIONS TO LESTER J. CAPPON, SECRETARY P. O. BOX SOS WILLIAMSSURG, VIRGINIA

Miss Margaret C. Norton, Managing Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Pursuant to a resolution voted by the Council of the Society at its meeting in Glenwood Springs, Colorado, on September 3, 1947, I am writing to express to you their appreciation for your fine work as editor of THE AMERICAN ARCHIVIST, and their recognition of the continuous improvement in the magazine under your management. We have good reason to be proud of our publication and to thank you for your excellent services.

Sincerely yours,

Lester J Cappon

Secretary

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 28, D. C.

18 October 1947

ADDRESS COMMUNICATIONS TO LESTER J. CAPPON. BECRETARY P. O. BOX 202 WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Two requests from abroad for as complete files of THE AMERICAN ARCHIVIST as we can supply have been relayed to me by Oliver W. Holmes. The first is from Major Lester K. Born who is engaged in archival work with the American Army of Occupation in Germany. He would like a file for use in the training of German archivists at the school in Marburg, the file to be given to the Library of the State Archives at Marburg. The other request comes from Dr. Gabriel A. Bernardo, Director of the Library, University of the Philippines, the collections of which were almost totally destroyed during the war. Dr. Bernardo also wants to use the file for training purposes.

As chairman of our Committee on International Relations Dr. Holmes recommends that the Society make these donations and has referred the matter to you and me in accordance with the action of the Council on November 7, 1945, when it was voted "that the secretary and editor carry out the recommendations of the Committee on International Relations with respect to sending back copies of THE AMERICAN ARCHIVIST to certain foreign libraries, if the recommendations meet with the approval of the secretary and the editor." We could provide almost complete files and I feel that the Society would be performing a fine service in both instances. What is your opinion and decision?

Here are the names for the inside cover (front) of the Jan. issue: Christopher Crittenden. Lester J. Cappon.

president

Herbert O. Brayer, vice-president

Virginia L. Gambrell Howard H. Peckham

Council Members

Oliver W. Holmes Ernst Posner

secretary Helen L. Chatfield.

treasurer

Karl L. Trever

Editorial Board

Leon de Valinger. Jr. William D. Overman

Karl L. Traver ? ? ?

I suggest that they be printed in this order so that the most recent appointees or elected officers stand at the end of each list. What about the new member of the Editorial Board? I would like to submit your proposal to the Council for formal action. I'll send you all the material on the annual meeting for the January issue in the next few days, including the text of the Constitution as amended to date.

Secretary

Sincerely yours.

October 23, 1347

Dr. Lester J. Cappon, Secretary Society of American Archivists Box 203 Williamsburg, Virginia.

Dear Lester:

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KAN TO PERSON A STATE

Enclosed are divers letters which I have received but which I feel lie within your province since they relate chiefly to back copies of THE AMERICAN ARCHIVIST.

The matter of securing advertising for us I shall have to throw right back into the lap of the Council, because I tried unsuccessfully all last year to get someone to take it over, and I am physically unable to add to my editorial duties that of financing the magazine. That is the resionsibility of the Council. I feel that if someone were only willing to make a little effort in this matter me could get advertising, but it would require some work. I discussed that question somewhat in my annual report, and wonder if the Council took any action in the matter?

Enclosed is a copy of a specimen invoice based upon the July 1947 issue, which gives an idea of the price increases called for in our new Banta contract, effective with the October issue. I have signed this new contract as I assume I have the power to do.

I have not felt well for some months, and especially since Mother's death, but thought the whole trouble was nervous reaction and overwork in going through her things and getting her appartment ready for new tenants. However an acute gall bladder attack last week sent me to the hospital from which I am just returning home. Since I had an operation for this over thenty years ago and thought I was completely recovered, I do not know just how serious this flare-up is going to be, and of course the doctor won't tell me if he knows. I hope, however, that rest, diet and medicine will lead to complete recovery. I shall have to spare myself all I can in the next few months. I definitely cannot take on the responsibility for getting advertising, but I hope I shall continue as editor to the end of my term.

Sincerely,

CHRISTOPHER CRITTENDEN, PRESIDENT STATE DEPARTMENT OF ARCHIVES AND HISTORY RALEIGH, NORTH CAROLINA

24 October 1947

ADDRESS COMMUNICATIONS TO LESTER J. CAPPON, SECRETARY P. O. BOX 203 WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I am sending you herewith the material coming out of the eleventh annual meeting for publication in the January 1948 issue of THE AMERICAN ARCHIVIST:

Constitution of the Society as amended to date

Minutes of the Business Meeting, September 4, 1947

Minutes of the Council Meetings, September 3 and 5

- Report of the Secretary for 1946-47

Auditor's Certificate

Budget for the Fiscal Tear 1947-48

Reports of the following committees:
Archival Buildings
Institutional and Business Archives
International Relations
Records Administration

I held off sending this material as long as I dared with the expectation that there might be some revisions by members of the Council, but I have not received any. I hope I have not waited too long and thus put you on the spot with the printer.

Sincerely yours,

ester J Cappon

Secretary

Dr. Lester J. Cappon, Secretary Society of American Archivists Box 203 Williamsburg, Virginia.

Dear Lester

Enclosed are two subscriptions (American University and New York State Library) and an acknowledgment forwarded from Banta.

Thanks for copy for the January issue. This came in plenty of time as I am not planning to work on the issue until next week end.

I had intended to ask to have Grace Nute reelected to the Editoriat Board. While she has not been as active as some of the other members, she has been very cooperative about trying to get copy. I notice, however, that she seems to have cancelled her membership, so I do not know what to do about it. I am surprised if she has, but perhaps her other interests are taking her further away from archives. If she is not available, I think I would like Herbert Kellar.

I quite agree with you that the members of the Council and Editorial Board ought to be printed in year order. I have not done so before, because I was not sure what it was.

Certainly we should send files of The American Archivist to Major Born and to Dr. Bernardo.

Since writing you last I had a little spell in the hospital. After much probing, tumping, prodding and X-raying the doctor has decided that, while eventually I shall probably have to have an operation, there is nothing a present that cannot be taken care of by diet and medication. I was a little afriad that the marked and sudden loss of weight and sevem symptoms might be something malignant, and I think the doctor was a little anxious too, so we are very much relieved to find that it isn't too serious. I have been back at the office all week, and hope soon to be my cheerful self again.

Sincerely.

DEB ...

Movember 6, 1947

Dr. Lester J. Cappon, Goodwin Building, Williamsburg, Virginia.

Dear Dr. Cappon:

I am again sending you copies of the statement of ownership which the post office department requires published each fall in the ANGRICAN ARCHIVIST. When you have filled in the necessary blanks will you return them at once. It may be possible that we can still include this item in the forthcoming edition of the ARCHIVIST.

Sincerely,

Harold J. Bachmann

GEORGE BASTA PUBLISHING COMPANY

EJB: dv

og: Miss Norton

November 28, 1947

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Margaret:

I am enclosing herewith a list of applicants for membership in the Society with some information on the experience or position of each to assist you in passing judgment of eligibility for membership.

At the Council meeting in Colorado in September it was agreed that we would ask for Miss Norton's suggestion regarding the choice of a new member of the editorial board to take the place of Dr. Grace L. Nute whose term has expired. Miss Norton has informed me that she should like to have Dr. Nute reslected to the board. Please let me have your reaction to this proposal.

A joint committee of this Society and the American Association for State and Local History has been set up to determine the time and place for the next annual meeting. This Society is represented by Mr. Karl L. Trever and the Secretary; the AASLH is represented by Messrs. Edward P. Alexander and Marvin W. Schlegef. The committee hopes to have a meeting in Williamsburg sometime in December and the action of the committee will be referred back to the Council in due time.

Sincerely yours

Lester J. Cappon Secretary

List of applicants for membership in THE SOCIETY OF AMERICAN ARCHIVISTS

November 25, 1947

- Miss Mary E. Hoyt, Librarian, Colorado School of Mines, Golden, Colorado
- James Anderson, Kansas City, Mo., historian, The Native Sons of Kansas City; one of organizers of Kansas City Historical Society and former curator of its collections; author of History of Jackson County, Missouri.
- Margaret L. Kane, Wilmington, Del., Research Assistant to Mr. Pierre S. du Pont; Ph.D., University of Pennsylvania; working on records of du Pont Family and du Pont Company.
- Rolando Dorcas Berro, Dolores (B)., Rep. Argentina, Agregado cultural a la embajada de la Hep. Argentina en Mexico.
- Theodore J. Cassady, Springfield, Ill., Document Archivist, Illinois State Library
- Hrs. Edith M. Fox, Ithaca, N.Y., Acting Curator, Collection of Regional History, Cornell University.
- Maude Jones, Honolulu 2, T.H., Public Archives of Hawaii
- Fr. James A. Mackin, S.J., History Instructor and faculty member of library staff at John Carroll University, Cleveland, Ohio.
- Luis Gonzalo Patrizi, Coordinador en el Archivo General de la Nacion, Garacas, Venezuela.
- Dr. Ambrosio Perers, Doctor en Ciencias Medicas, Carscas, Venezuela.
- Miss Emma M. Scheffler, Cataloger, Illinois State Library, Archives, Springfield, Ill.
- Irving P. Schiller, Records Appreisal Officer, Archives Saction, United Nations, Lynbrook, L.I., N.Y.
- Mrs. Harriet C. Skofield, Cataloger, P. K. Yonge Library of Florida History, University of Florida, Gainesville, Florida
- Luis Y. S. Tirado, Jefe de la Seccion de Archivo y Biblioteca del Ministerio de Releciones Exteriores, Caracas, Venezuela.
- Miss Miriam Woods, Librarian in charge of cataloging and filing in West Virginia Department of Archives and History, Charleston, W.Va.
- Hiss Mary Harrison Clay, Head Librarian, Northeast Junior College of L.S.U. Monroe, Louisians.
- Western State College Library, Gunnison, Colorado University of Florida, Tallahassee, Fla. Utah Historical Society, Salt Lake City, Utah

CHRISTOPHER CRITTENDEN, PRESIDENT STATE DEPARTMENT OF ARCHIVES AND HISTORY RALEIGH, NORTH CAROLINA

December 2, 1947

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX 203
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Margaret:

I am a little puzzled as to what should be the next step in trying to get somebody to concentrate on our advertising problems. Since the Council is in favor of going ahead on this matter and have advertising accepted or rejected for the magazine at your discretion I believe I express the feeling of the Council that the appointment of a person to concentrate on this business really rests in your hands. The members felt that Dr. Overman would be a good person to undertake this job if he is willing to do so. If you would prefer, I should be glad to write direct to Dr. Overman to inform him of the discussion at the Council meeting to explain your position as not having the time to handle the matter directly and, if you prefer, to ask him to report any recommendations or suggestions direct to the Council. Since the editor is now a full-fledged member of the Council any such report would reach you at the same time that it did the other members.

We are never quite sure exactly when to send the revisions in the mailing list to Banta for each new issue of the magazine. We prefer to send these revisions at the latest possible moment and yet without any inconvenience to the Banta Company, so that the most recent changes of address can be included. Occasionally they have had to wire us for the revisions; at other times we have doubtless sent them in earlier than was necessary. If you were to inform us of the date when you send your final page proof corrections, do you think that would be time enough for us to send the revisions in the mailing list?

Will you please send me galley proof of my annual report and of the minutes of the business and council meetings?

I am glad to know that you are feeling much better and that you are not anticipating any serious session in the hospital.

With best wishes, I am

Sincerely yours

Lester J. Cappon Secretary

December 6, 1947

Dr. Lester J. Cappon. Secretary Society of American Archivists P.O. Box 203 Williamsburg, Virginia.

Dear Lester:

Enclosed is a copy of a letter to William Overmen on the subject of advertising. I am not optimistic over his being willing to undertake the burden because when he made the survey he indicated that he could not undertake the work himself. He said that perhaps his Mr. Young could be induced to do it, and I immediately wrote asking him if that could be arranged, but got no result. I hate to reneg on any duties as managing editor, but I can no longr keep up the pace I have been going, much less take on anything extra. I have tried to find some one to do the work and it is only because I have failed to do so that I have tried to throw it back into the lap of the Council.

You should by now have received galley proof for the Secretary's section. I ordered it sent to you when I sent in copy, and received galley proof myself several days ago.

Usually Banta finishes the printing within a week after I return page proof. I try not to keep that more than a week - that is, I work on it the first week end after I receive it, and usually they get it to me about the middle of the week so that I can do that. How would it be if I were to drop you a line the day I receive page proof? That would then give you time enough to get the last minute corrections on the mailing last to Banta in time. I should think.

I am feeling much better but not too good yet. My physician thinks that diet and medicine will clear things up but it seems a slow process. Of course it takes a much longer time to repair than to tear down, so I hope I shall be completely well before long.

Sincerely.

P.S. The wording of the amendment to the Constitution is a bit confusing. Do I understand that the Managing Editor is now a voting member of the Council? If so, I cast my ballot in favor the the name of prospective members listed in your letter of November 28, 1947

THE SOCIETY OF AMERICAN ARCHIVISTS

CHRISTOPHER CRITTENDEM, PRESIDENT STATE DEPARTMENT OF ARCHIVES AND HISTORY RALEJON, NORTH CAROLINA

20 December 1947

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX EGS
WILLIAMSSURG, VIRGINIA

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Margaret:

I hope you receive a favorable reply to your letter to Bill Overman. I feel sure he could do a fine job on this advertising problem, and, as you suggest, he might get James Young to help him or to take the major responsibility for the work under Overman's supervision.

Your proposal about notifying us as soon as you receive pageproof on each issue of THE AMERICAN ARCHIVIST, so that we can know when to send the revised mailing list to Banta, is a good one. Whenyou notify me each time, please send a carbon copy of your letter to Mrs. Adele Hall, 737 Lexington Avenue, Charlottesville, Virginia, so that she can proceed at once. I keep in close touch with her and her handling of the routine at that end of the line has worked out surprisingly well. We have so much labor turnover in Williamsburg among clerical help that I haven't wanted to try to find someone to take Mrs. Hall's place here, for fear that the person would not stay with the job.

As editor you are a full fledged member of the Council, according to the Constitution as recently amended, with the power to vote.

I am glad to know that you are feeling better and I trust that you will regain your strength steadily. I am going to the Cleveland meeting of the American Historical Association for the first two days. I hope I may see you there. With the season's greetings,

Cordially yours,

Lester J. Cappon Secretary

December 29, 1947

Dr. Lester J. Cappon. Secretary Society of American Archivists Box 203 Williamsburg, Virginia,

Dear Lester:

Page proof for the January number of the AMERICAN ARCHIVIST is being returned to the printer today. It came Friday and this is the first time I have been able to get to my type-writer since. Ordinarily I all notify you as soon as I receive it.

By this time you will have seen Mr. Overman and have heard from him that he has consented to take over the advertising for a year. This is a great relief to me, for it is something that has been worrying me considerably. I trust you had a conference with him at the meeting.

I wish I could have been wim all my friends at Cleveland this week, but it was impracticable for me, but I hope I shall not have to miss future meetings.

A Happy New Year to you.

Sincerely.

THE SOCIETY OF AMERICAN ARCHIVISTS P. O. Box 203 Williamsburg, Virginia

December 31, 1947

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Margaret:

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The Joint Committee of this Society and the American Association for State and Local History to recommend the time and place for our next annual meeting met in Williamsburg on December 9. The Committee is composed of Karl L. Trever and your secretary represending this Society and Edward P. Alexander and Marvin W. Schlegel representing the AASLH.

Three invitations had been received for the 1948 meeting: from the North Carolina Department of Archives and History, Raleigh; the Archives of Quebec - a standing invitation from last year; and the Oregon State Archives and Oregon Historical Society, to meet in Portland. All members of the Joint Committee agreed that since the 1947 meeting had been held in the Far West, the next meeting should be held nearer the center of membership of the two organizations; that it would be timely to hold a meeting in the South again; and that the invitation to meetin Raleigh should be accepted. This city has good rail connections, hotel facilities, and is not far off center so far as the distribution of membership is concerned.

The Committee agreed that the meeting should be held sometime in October, preferably on a Thursday through Saturday schedule, and that the particular week should be determined by Dr. Crittenden and the other persons involved in the local arrangements.

The Committee also took the liberty to make the following proposal: that the sessions of the three-day convention be intermingled, instead of having all the archival session first and then all the historical sessions; that the chairman of the two program committees confer on the possibilities of developing such a "mixed" program which might hold the attendance of all members who come, whether they are primarily interested in archival or in historical problems; that if such a mixed program cannot be developed, the AASLH should have the opportunity of holding its sessions first, since the SAA has always had priority hitherto. Since it is advisable to get the program committee organized early, please let me have your comments and criticism of these proposals at your early convenience.

The following person has applied for membership in the Society:

Daniel K. Freudenthal, Archivist, Office of Public and Technical Information, U. S. Atomic Energy Commission, Washington, D. C.; formerly Archivist, Historical Records Section, Civilian Production Administration, Washington, D. C.

Sincerely yours

Lester J. Cappon, Secretary

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THE SOCIETY OF AMERICAN ARCHIVISTS

CHEMPOPHER CRITTENDEN, PRESIDENT STATE DEPARTMENT OF ARCHIVES AND HISTORY RALEIGH, NORTH CAROLINA

5 January 1948

ADDRESS COMMUNICATIONS TO: LESTER J. CAPPON, SECRETARY F. O. BOX EOS WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Margaret:

I am sorry you were unable to attend the historical convention in Cleveland and be with us at the archivist luncheon. We had a good attendance, good food, and a very worth while paper. Tom Clark sent me the ribbon copy with some revisions after he reurned home. I had asked him for it to submit to you for consideration for THE AMERICAN ARCHIVIST. So here it is. If I recall correctly, we have not had much published on business records in recent years. His paper contains some good comments on important considerations with reference to the content of business records.

I had a brief chat with Bill Overman, who told me that he had agreed to undertake the problem of developing advertising for the magazine. I feel much relieved because it is a task that needs to be done and I'm sure he will do it well. We need additional income for publication costs, now that they have mounted so high, and I think the magazine has something to offer certain potential advertisers.

I trust that you are steadily regaining your strength. With best wishes from Mrs. Cappon and me for a happy New Year,

Cordially yours,

Lester J. Cappon Secretary

THE SOCIETY OF AMERICAN ARCHIVISTS

CHRISTOPHER CRITTENDEN, PRESIDENT STATE DEPARTMENT OF ARCHIVES AND HISTORY RALEIGH, NORTH CAROLINA

January 12, 1948

ADDRESS COMMUNICATIONS TO: LESTER J. CAPPON. BECRETARY P. O. BOX 203 WILLIAMSSURG, VIRGINIA

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

This letter is to inform you that President Crittenden has appointed you a member of the Committee on Archival Bibliography (ex officio) for the year 1947-48 and to say that we hope very much you will accept.

Mr. Lester W. Smith is Chairman of this Committee and he will communicate with you about the Committee's work as soon as I can notify him of your acceptance of appointment.

Sincerely yours

Lester J. Cappon Secretary

January 13, 1948

Dr. Lester J. Cappon, Sec. Society of American Archivists Box 203 Williamsburg, Virginia

Dear Dr. Cappon:

We are sorry to say that Miss Morton is hospitalized and may be subject to a major operation. She has expressed the desire to be kept current on affairs of The American Archivist. With her physician's permission we will be glad to forward any pertinent matters to her.

Very sincerely.

THEO J. CASSADY Assistant to Niss Morton

P.S. We are enclosing request for title page & index. Will you kindly advise Hiss Beckley that no index is available.
T.J.C.

January 16, 1948

Dr. Lester J. Gappon, Sec. Society of American Archivists Box 205 Williamsburg, Virginia

Dear Dr. Cappon:

The publisher forwarded the enclosed letter to Miss Morton.

Very Sincerely.

THEO J. CASSADY Assistant to Niss Norton

Eno.

January 19, 1948

Dr. Lester J. Gappon, Sec. Society of American Archivists Box 203 Williamsburg, Virginia

Dear Dr. Cappon:

The publishers forwarded enclosed request for subscription and check for \$5.00 which we are enclosing for your attention.

Yours respectfully,

THRO J. CASSADY Asst. to Miss Norton

TJC; ww eno.2

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23 January 1948

Dr. Lester J. Cappon, Sec.
Society of American Archigists
Box 203
Williamsburg, Virginia

Dear Dr. Cappon:

Miss Norton was operated on at 9:30am Friday, January 23d and our first report is that the operation was necessary and successful. It is still a little early for a report on her condition. Your recent message was delivered to her and she was quite pleased. We are enclosing, herewith, request for subscription which was directed to Miss Norton by the publisher.

Yours respectfully.

THEO J. CASSADY Assistant to Hiss Norton

TJC; nw Enc. Dr. Lester J. Cappon, Sec. Society of American Archivists Box 203 Williamsburg, Virginia

Dear Dr. Cappons

I visited Miss Norton yesterday and find to use her own words, "I am shead of schedule on recovery." In our conversation she stated that the April issue was well in hand and that she believed that it would be no more than thirty day's delay in publication. The publisher has been so notified. We are enclosing request for index for 1947. If you wish we will answer these requests that are directed to us in the future.

Respectfully yours,

THEO J. ECASSADY Assistant to Miss Norton

TJC; mw

O.A. 1 L

6 February 1948

Dr. Lester J. Cappon Sec. Society of American Archivist Box 203 Williamsburg, Virginia

Dear Dr. Cappon:

Enclosed, herewith, you will find letters forwarded by the publisher which are for your attention.

Respectfully yours,

THEO J. CASSADY Assistant to Miss Norton

TJC; mw Enc. 3 Dr. Leater J. Cappon. Sec. Society of American Archivist Box 203
Williamsburg, Vs.

Dear Dr. Cappon:

We are enclosing, herewith, request for index forwarded to Miss Norton by the publisher.

Respectfully yours,

THEO J. CABBADY Assistant to Miss Norton

TJC: mw

Dr. Lester J. Cappon, Sec. Society of American Archivist Box 203
Williamsburg, Va.

Dear Dr. Cappon:

Enclosed you will find request from William D. Overman. We were unable to discuss this with Miss Norton so are forwarding to you for decision and execution.

Sincerely yours,

THEO J. CASSADY Assistant to Miss Norton

TJC; mw Enc. 0 . P

THE FIRESTONE

TIRE & RUBBER COMPANY

Feb.11, 1948

Mr. Theo. J. Cassady Assistant Archivist Illinois State Library Springfield, Ill.

Dear Mr. Cassady:

In an effort to obtain buyers for advertising space in THE AMERICAN ARCHIVIST for the April issue, I am in urgent need of sample copies of the quarterly, preferably the last issues. I have sent out my personal copies. With Miss Norton's approval will you please send me a half dozen or more as soon as possible.

Sincerely yours,

Wm. D. Overmen Library & Archives

THE SOCIETY OF AMERICAN ARCHIVISTS

CHRISTOPHER CRITTENDEN, PRESIDENT STATE DEPARTMENT OF ARCHIVES AND MISTORY RALEIGN, NORTH GAROLINA

14 February 1948

ADDRESS COMMUNICATIONS TO: LESTER J. CAPPON, SECRETARY P. O. BOX 203 WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Margaret:

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Mr. Cassaday has been very kind and thoughtful about keeping me in touch with such matters of husiness in your office that concerned the sexretary's work during your illness; but I was especially glad to learn from him that you have been recovering so well from the operation. I trust that you will be able to return to work soon, but be careful that you don't overdo in the early stages of the process.

Two questions have come to mind in connection with our mailing list which I want to ask you about, but they are not pressing matters at all. We have on our exchange list the Conselho Nacional de Geografia of the Instituto Brasileiro de Geografia e Estatistica of Rio de Janeiro. If this organization issues a publication, I doubt whether it is of any particular interest to archivists. Unless it is something that the National Archives receives and values, I am in favor of dropping the organization from our list.

At the very end of our addressograph list you will find the statement: Hold until further notice. This is followed by the name of the University of Illinois Librartam, to receive 2 copies. I don't know what the origin of this statement/is. The University of Illinois now subscribes to The American Archivist; and since the subvention from the University flor our magazine has ceased, I should think this whole business could be dropped from our mailing list.

Or. Crittenden has called to my attention that there is an error in his initial as printed on the inside cover of the January issue. It should be Christopher C. Crittenden.

With kind regards and best wishes for your health,

Cordially yours,

Lester J. Cappon

O. L.+ L.

19 February 1948

Dr. Lester J. Cappon Society of American Archivist Box 203 Williamsburg, Va.

Dear Dr. Cappon:

Enclosed you will find letter forwarded by publisher concerning subscription to the American Archivist.

Respectfully, yours,

THEO J. CASSADY Assistent to Miss Norton

TJC; mw

G. A. + 7

February 26, 1948

Dr. Lester J. Cappon Society of American Archivist Box 203 Williamsburg, Va.

Dear Dr. Cappon:

Enclosed you will find purchase order for one copy of the American Archiviet.

Respectfully yours,

THEO J. CASSADY Assistant to Miss Norton

TJC; mw

O. A. + "

February 28, 1948

Mr. Richard G. Wood 600 Lawrence St. NE Washington 17, D. G.

Dear Mr. Wood;

At Hiss Norton's request we are septing under septrate cover, American Archivist Stationery.

Respectfully yours,

THEO J. CASSADY Assistant to Hiss Norton

TJOIMW

O. A. + L.

February 28, 1948

Mr. William D. Overman. Firestone Library & Archives Akrenia?, Ohio

Dear Mr. Overman;

At Miss Norten's request we are sending under separate cover, American Archivist Stationery.

Respectfully yours,

THEO J. CASSADY Assistants to Miss Norton

TJO; mw

THE SOCIETY OF AMERICAN ARCHIVISTS

CHRISTOPHER CRITTENDEN, PRESIDENT STATE DEPARTMENT OF ARCHIVES AND HISTORY RALEIGN, NORTH CAROLINA

29 February 1948

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX 203
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton, Editor The American Archivist 1105 South Second Street Springfield, Illinois

Dear Margaret:

I was very glad to receive your long letter of February 20 and to have world from you direct that you are getting along nicely. It always helps, I think, to be able to leave the hospital and going home is good evidence of having made progress on the road to recovery. You surely have had more than your share of misfortune during the past year and we all sympathize with you very much. It is pleasing to know that the flowers from the Council came at the right time to cheer you up.

I don't like the idea of having to look forward to a change in editorship in 1949, but you know best what you should do and under the circumstances at the present time I would not want to dissuade you. On the other hand, you may feel differently by the time of the annual meeting, but in the meantime we shall think over the possibilities. The person who comes toomy mind first is Howard Peckham. Although he is not directly engaged in archival work, he has had excellent experience in the field of historical manuscripts. I believe the man (or woman) is more important than the particular job he happens to be filling in the profession. It would be helpful to have your comments on the qualifications for our editorship in the light of your experience.

I suppose you have from Bill Overman that the sale of his first advertisement failed to materialize. Tough luck; but I feel sure Bill knows how to go about this business and he will get some good results after working on it longer. It's too late now, I suppose, to get an ad in the April issue.

William J. Van Schreeven has accepted the chairmanship of the Program Committee for the twelfth annual meeting which is scheduled for October 27-30, the week before the Southern Historical Association meets at Jackson, Mississippi. I anticipate an especially good attendance this year.

Take good care of yourself and don't get ambitious too soon! With kind regards and best wishes,

Cordially yours,

Lester J. Cappor

Mar. 2, 1948

Dr. Lester J. Cappon Society of American Archivist Box 203 Williamsburg, Va.

Dear Dr. Cappon:

Enclosed you will find communication regarding order for subscription.

Respectfully yours,

THEO J'. CASSADY Assistant to Hiss Norton

TJO; mw

Dear Lester:

Slowly, but I guess surely, I am "coming back" and am now able to test my strength on a little $\underline{A},\underline{A}$ work. I am trying to work through what seems a mountainous pile of back correstondence and by working an hour or so each day am making a little progress, though I have still done little as yet on the April issue.

In a letter from you dated January 12, you inform me that I am ex officio a member of the Committee on Archival Bibliography. I will be glad to cooperate in every way I can with the chairman, Mr. Lester W. Smith. I assume he and Richard Wood are working together on this to produce the "Have You Spen?" column.

I don't think there is any likelihood that I can continue with the editorship beyond my present term. You will recall that I undertook the work that I stated that I thought the editor should be an ambitious young man trying to make his rejutation, but that I would take over until the boys home from the service had had time to get oriented. I still feel that should be the way it is done. For my own part, I feel that I have gone stale after a good many years of bunning the candle at both ends. If prices - and my expenses - keep up I may not be able to do it, but I am planning to retire at the minimum age, 60, which will be before the expiration of a second term. There will be many things I wi I need to do in my own office before that time comes and I think it would at all events be better for me to begin letting down gradually and changing over to those pursuits I intend to follow after retirement.

Howard Peckham would be good, but I doubt if he would be willing to undertake the work on a volunteer basis - he is writing for royalties, these days, you know. I have been impressed by the interest major Born has shown in archiveshe is always sending contributions. I don't know the mage personally and don't know that he will be home from Germany in time, but I am watching him. I suppose some people would be opposed to him as another Nat. Archives man, but those boys do all thework and I don't see why one of them would not make a good editor. Karl Trever would be tops. He is always making good suggestions and worked hard while he was on the editorial staff. My term does not expire until after the April issue 1049 so I suppose there is time.

William to the probability of the

O, A. + L.

Harch 13, 1948

Dr. Lester J. Cappon Society of American Archivist Box 203 Williamsburg, va.

Dear Dr. Cappon:

We are enclosing request to you.

Respectfully yours.

THEO J. CASEADY Assistant to Miss Norton

TJC; mw enc.

THE SOCIETY OF AMERICAN ARCHIVISTS

P. O. Box 203 Williamsburg, Virginia

March 31, 1948

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

Miss Norton informs me that in anticipation of the expiration of her three-year term as editor of the Society with the April issue of 1949, she has decided she must terminate her editorship at that time, although I have urged her to leave the matter open for a while. For reasons of health, because of the pressure of her regular work as archivist of Illinois, and because, as she reminds me, she regarded her editorship as an ad interim postwar position, she has made her decision. Although we value her work most highly, I do not believe, in view of my correspondence with her, that we should try to prevail upon her to reconsider.

The Constitution as recently amended provides in Section 9 that "the editor shall be elected by the council for such term as it shall determine." As a result of correspondence between President Crittenden and me, it is proposed that the President appoint a committee of three of the Council with power to canvass the possibilities for editor, to offer the position to the Committee's choice for a stated term, and report the outcome to the Council.

At a recent conference with our Treasurer, Miss Chatfield asked me to request the members of the Council to give the
Treasurer authority to readjust appropriations between accounts
in order to avoid overspending in any one account. This request
arises from the fact that the budget allotment of \$350 for the
secretary's office has been overspent by \$15.74 through February.
There is a balance of \$90.49 in the allotment for committees,
some of which could be transferred to meet expenses of the secretary's office. As a matter of fact, this office pays some
committee expenses from time to time because it is not always
possible to allocate certain charges concisely. There are no
large committee expenses anticipated before the end of the present
fiscal year on June 30, 1948. Secretarial costs and office expenses have increased steadily, but there has been no recent increase in the budget allotment for this office.

The following persons have applied for membership in the Society:

- William J. Petersen, Superintendent of State Historical Society.
 Received formal training at University of Iowa. Research Associate of Historical Society 17 years. Studied in more than a score of the great libraries in the country. Iowa City, IOWA.
- David C. Libbey, Acting Head, Reference Department, Library, State College of Washington. Expects to help with plans for the organization and arrangement of the college archives collection which will be located in the new library building now under construction at the State College of Washington. Pullman, Wash.
- Rev. August R. Suelflow, Curator, Concordia Historical Institute.
 (In place of Rev. Karl Kretzmann). Interested in properly indexing and cataloguing church records. St. Louis, Missouri.
- Major Collas G. Harris, Back from two years in Japan, ready to get out of uniform and take up civilian life again. "Detour", R.F.D. 1, Vienna, Va. The National Reclause.
- Miss Ruth M. Rush, Supervisor, General Files, The Detroit Editor Company. Interested in establishing and administering business archives (public utility). Detroit, Mich.

Institutional members

The Royal Archives, Copenhagen, Denmark.
P. K. Yonge Library of Florida History, University of Florida, Gainesvi

I hope you will give me your decision on these matters at your earliest convenience.

Miss Norton has asked me to express her thanks to the Council for the bouquet of spring flowers which were sent to her through the secretary's office on behalf of the Council while she was in the hospital.

Sincerely yours

Let

Lester J. Cappon Secretary Dr. Lester J. Cappon, Secretary Society of American Archivists P.O. Box 203 Williamsburg, Virginia.

Dear Lester:

As a member of the Council of the Society I hereby cast my vote in favor of admitting the persons named in your letter of March 31, 1948, to membership in the organization.

There can be no objection that I can see to a readjustment of accounts for appropriations within the budget so long as no committee finds itself short of money on which it was counting. Therefore, I approve the transfer of a suitable portion of the balance of \$90.49 from the allotment for committees to the Secretary's office.

I am glad that you are already taking steps to find my successor as editor. If you find someone by that time. I would be glad to relinquish the post so the new man could start at the begining of the year if that seems desirable. A new person might want to make changes in size or format which it would be impracticable to do in the middle of a year. However, I am willing to continue to the end of my term andeven one or two numbers beyond if that be necessary, though I prefer to stop at the end of the three years. The new editor will have at least a small backlog of articles when he takes over which was something I did not have.

Are you coming to Illinois for the Mississippi Valley Historical Association meeting at Rock Island? I do not feel quite equal to that yet, to my keen disappointment. If you come. I hope you can swing down this way to visit us.

Sincerely.

THE SOCIETY OF AMERICAN ARCHIVISTS

CHRISTOPHER CRITTENDEN, PRESIDENT BTATE DEPARTMENT OF ARCHIVES AND HISTORY RALEIGH, NORTH CAROLINA

4 April 1948

ADDRESS COMMUNICATIONS TO: LESTER J. CAPPON, SECRETARY P. O. BOX 203 WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton, Editor The American Archivist 1105 South Second Street Springfield, Illinois

Dear Margaret:

Mr. Lester W. Smith of the National Archives informs me that they are now receiving regularly the Nederlandsch Archievenblad by exchange through the Society of American Archivists. He has received about two months ago a request from the director of the Austrian State Archives. Vienna for an exchange of publications with the National Archives and the Society. The Austrian State Archives would send to the National Archives their new journal Mitteilingen des Osterreichischen Staatarchivs, the first issue of which is to appear this spring. Mr. Smith has had a similar request from the Finnish State Archives. Since, by action of the Council, it is up to the editor and the secretary to decide such questions, I am wondering how you feel about these requests, and how far we ought to go in the matter of these foreign emphange arrangements. Mr. Smith didn't state what the Finnish State Archives has to offer: I think we should know - it may not be anything after the Russians make them knuckle under. The Austrian proposal is all right, I think; however. I suggest that we ask the National Archives to report to the Society annually on what they have actually received on exchanges in which the Society is involved.

I note on our mailing list that the director of the New York Public Library receives our magazine on exchange. I am wondering why. Does the Society get the <u>Bulletin</u> of the NYPL? What do we get out of this arrangement? Why shouldn't this library be a subscriber or an institutional member? I have been wondering whether it arose out of some agreement with Prof. Pease?

Don't forget to let Mrs. Hall know when to send the revisions in the mailing list for the April issue. Since this issue will be off schedule, we are somewhat at a loss as to when the revisions must go to Banta.

• In hope you are feeling stronger every day and that the spring weather will hasten your complete recovery. You have received the letter by this time, sent to all members of the Council. I thought we ought to act promptly so that there will be ample time to get the right person as your successor and to give him or her time to do some planning.

Cordially yours,

Lester J. Cappon Secretary Dr. Lester J. Cappon, Secretary Society of American Archivists Box 203 Williamsburg, Virginia.

Dear Lester:

It is my feeling that it is proper for the Society of American Archivists to exchange its publications with foreign archival/societies and agencies. Of course it is desirable for foreign archival establishments to become subscription members or even members of our society, but so far as they are concerned the exchange of publications is mutually useful.

I am receiving the following publications. presumably as exchanges:

- Library Journal. I find this useful and would like to continue it. especially since it is next to impossible to get my hands on the
- Bulletin of the NYPL. Of no particular interest to me, though I have found an occasional bibliographical item for our use. I see no reason why we should not solsoit an institutional membership instead.
- Nos. 1 & 2 of India Archives have come addressed to me as editor. The 1.8.L. is supposed to have subscribed but we are not getting our numbers. so I would like to have this continue to come to me direct.
- Southwest Historical Quarterly published by Texas State Historical Association. I have written them several times that we will not accept it on exchange, but it continues to come.

As I have never secured the old correspondence from Prof. Pease I am completely in the dark as to his exchange arrangements. I imagine that a new magazine has to be pretty liberal with exchanges, but I do not think we should exchange with institutions eligible to become members.

I am also receiving the <u>Library Association Record</u> from London. This is of negligible vake to me and I would be willing to drop that exchange.

Most of the authors have returned their galley proof to me so that I expect to be able to return it about next Monday. Page proof generally comes inside of two weeks after that, and if I get that so I can wok at it over the week-end I generally return it inside of three or four days and the issue is out inside of two weeks after I receive page proof. If the printer keeps up his usual schedule I look for the April number to be out very shortly after the first of May, and I think Mrs. Hall should get her revised list to Banta by May 1st. I expect to send the July issue off on schedule.

Sincerely.

Dr. Lester J. Cappon. Secretary Society of American Archivists Box 203 Whlliamsburg, Virgnia.

Dear Lester:

Somehow I seem to have mislaid Mrs. Hall's address, so I am having to depend on you to tell her that page proof is going back to the printer today. I had expected it a little sconer, but I think now the publishers will send it through pretty scon. Considering the fact that my illness lasted three months I feel pretty good that the April number will be less than a month late, as contrasted to the regular two months' lag under the former editor.

Sincerely.

THE SOCIETY OF AMERICAN ARCHIVISTS F.O. Sox 203 Milliamsburg, Virginia

May 6. 1948

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

Fursuant to your approval of the proposal that the President appoint a committee of three members of the Council to find an editor for the society to succeed Wiss Norton at the expiration of her term after the April 1949 issue, President Crittenden has appointed Ars. Virginia Leddy Gazbrell, Dr. Ernst Posner, and Miss Helen L. Chatfield, chairman. All three appointees have accepted and thus the Committee is ready to proceed with its important task.

They are anxious to have advice and suggestions from the other members of the Council and I urge that you aid them as much as possible. Please communicate with Hiss Chatfield or one of the other members of the Committee at your early convenience. I suggest that A will save time and routine labor on their part if you will send carbon copies of your letters to the other two members.

Please let me have your decision on the following soplications for membership in the Society:

Fisk University Archives, Fisk University, Kashville, Tenn.

Sincerely yours

Lester J. Cappon Secretary

PS We went the remains for the mailing lest in aught time. Three about Hell'se addresse in 727 Levengton durane, Charlotenaile, Va. Dr. Lester J. Cappon. Secretary Society of American Archivists Box 203 Williamsburg. Virginia.

' Dear Lester:

Enclosed is a request for a sample copy of the American Archivist. I do not know your policy with respect to such requests, so am forwarding it to you.

I also enclose a request for an exchange with the Spanish American College of Seville. I doubt if the publication offered us would be of much interest, but I presume such an exchange would be a good opportunity for us to get our magazine in another foreign library, so I am agreeable to such an exchange if you see fit. I enclose the rough translation made by a member of my staff here.

I give my ballot in favor of institutional membership for Fisk University Archives.

It is good that the committee is already working on the subject of my successor as editor. I hope they can find some mature yet youthful member of the association who will be willing and able to take over as a means of making a name for himself in the profession.

The July number was sent off to the publisher May 10th, so it should not be late. I suppose the April number will be out in a few days. I had to break over into 112 pages for the July number because of commitments, a longer review section than usuail and the usuail slowness in receiving News Notes copy making it hard to estimate space. However, we have 2 ads so perhaps that will help a little with the extra expense.

Sincerely.

THE SOCIETY OF AMERICAN ARCHIVISTS

CHRISTOPHER CRITTENDEN, PRESIDENT STATE DEPARTMENT OF ARCHIVES AND HISTORY RALEIGN, NORTH CAROLINA

June 8, 1948

ADDRESS COMMUNICATIONS TO: LESTER J. CAPPON, SECRETARY P. O. BOX 203 WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Margaret:

The news in your letter of June 3 regarding the Banta Company comes as quite a shock, especially since they have given us such short notice about terminating relations with us.

The chief suggestion which I have is that we might be able to get the William Byrd Press of Richmond, Virginia, to take a contract. They print the William and Mary Quarterly, which is now a publication of the Institute of $E_{\rm B}$ rly American History and Gulture. They are doing a very fine job for us in every respect and the men at the top of the organization are very fine persons to deal with. It so happens that they are also printing the books of the Institute which are issued through our publishers the University of North $C_{\rm B}$ rolina Press.

Like all other printers the William Byrd Press is extremely busy and they are also faced with a shortage of space which they are trying to remedy. I would be glad to sound out Mr. Maury or Mr. Shell to find out whether they might be interested in considering our job and I could of course let them see a copy of the magazine.

I am sorry to learn that you are faced with another minor operation, but it is encouraging to know that you can look forward to good health when this unpleasant experience is over.

When a new contract is drawn up, I suppose we would have to get the approval of the Council if it involved expenditure of additional funds over what is appropriated at present. However, Miss Chatfield operates on a tentative budget beginning July 1st until the annual meeting of the Society. I think you would have to write to her for advice on this matter. Let me know as soon as possible whether you want me to approach the William Byrd Press. I suppose we will have to act very promptly if the October issue is to be published on schedule.

With best wishes, I am

Sincerely yours

ester J. Cappon Secretary Dr. Lester J. Cappon. Secretary Society of American Archivists Box 203 Williamsburg. Virginia.

Dear Lester:

Enclosed is a copy of the letter I have just received from The Torch Press. It sounds hopeful, and of course I am replying immediately. I do not know whether we are in a position to hunt for competitive bids when we have to act so promptly. I am under the impression that printers! wages are more or less uniform over the country, though overhead costs probably vary and might affect the contract What makes me think this company might we could get. take our work is that they have been runking ads in the Mississippi Valley Histrical Review which would look as if they might take on more work. Bertha Josephson, who used to be assistant editor while Coles was editor, has always praised their work very highly, and particularly commented on their proof reading not long ago in another connection. Certainly the Review gives the appearance of good press work.

It would do no harm to put out feelers to the William Byrd Press in case the Torch Press does not come through or is too much higher than the old contract. So long as the editor is in the Middle West there is a certain daving of time in having a publisher from that region, but the new editor may be in the East, so there is no particular reason for letting that weigh too heavily.

I will write to Helen Chatfield so she may be informed as to the situation and will keep you informed.

Sincerely.

June 16, 1948

Dr. Lester J. Cappon. Secretary Society of American Archivists Box 203 Williamsburg, Virginia.

Dear Dr. Cappon:

This letter, of which I enclose a copy, from the Torch Press, is a great relief to my mind, for I have had visions of getting out the October number about next January. I have the data at hand, and can send them a copy of the last bill from Banta. I suppose we can count on these new fellows being a bit higher but I hope not too much because Cedar Rapids is a comparatively small place and should not charge as much as in the big cities. Of course I will keep you informed and will not sign any contract without consulting you and the Editorial Board.

So far no galley proof from Banta on the July issue for which copy was sent June 10th. Usually I get it inside of three weeks at the lawest. Personally I like to deal with people who give as good service at the end as at the end of their transactions, but perhaps I am just peeved at the short notice we got about the change. I just hope that when I return proof I can tell them we have another publisher. Meouw!

Enclosed are several items for your attention.

Sincerely.

Dr. Lester J. Cappon.Secretary Society of American Archivists Box 203 Williamsburg. Virginia.

Dear Lester:

Enclosed is a copy of the printing proposals of the Torch Press. You will notice that this is higher than we have been paying, but probably merely anticipates increases which we would have in a new contract with Banta if they were willing to give us one.

Do you think we should accept this sure thing or shop around a bit more. Several persons besides you have suggested the William Byrd Press but one who did, a local medical book publisher who also has been dealing with Banta, told me that it is very difficult to place magazines with printers right now. They claim that the short runs throw the composition and press rooms out of balance. This Mr. Thomas said Byrd h ad turned him down on a new medical journal but thought an established one like ours might have better luck.

What do you think we should do about this, and who besides you makes the decision? I am enclosing several copies which you may send out as you please. I am sending one to Helen Chatfield.

I also enclose a subscription.

Sincerely.

suggest of Matheway

CHRISTOPHER CRITTENDEN, PRESIDENT STATE DEPARTMENT OF ARCHIVES AND HISTORY RALEIGN, NORTH CAROLINA

> ADDRESS COMMUNICATIONS TO LESTER J. CAPPON, SECRETARY P. O. BOX 203 WILLIAMSBURG, VIRGINIA

July 6, 1948

Dear Margaret:

After receiving your letter of July 3rd and looking over the estimate of the Torch Press I still felt that we ought to at least approach the William Byrd Press of Richmond about printing the American Archivist. The Institute has been so well satisfied with its relations with the Byrd Press in the printing of the William and Mary Quarterly that I feel that both you and your successor would find certain advantages in business with them, providing the cost of printing meets our approval.

Therefore, I have just talked by telephone with Mr. Willis Shell to find out in the first place whether the William Byrd Press would be interested in taking on our work. He replied that they would be very much interested even though printing 600 or 625 copies is somewhat to their disadvantage. He felt, of course, that it was rather short notice to begin a new contract with the October issue, but that could be managed if we reach an agreement with them on the job. Since the decision on this whole matter rests fundamentally with the editor, I asked Mr. Shell to communicate directly with you if he is sufficiently interested to proceed further in the matter. I am sending him two copies of recent issues of the American Archivist for him to examine. If he sends you an estimate perhaps then a decision can be more easily reached as between the William Byrd Press and the Torch Press.

I recall that in a previous letter you said you were communicating with the members of the Editorial Board to ask their advice on finding a new printer. I don't believe that the Council needs to be consulted on this matter. As I said above, the final decision rests with you; but I think you are wise in seeking Miss Chatfield's advice since a new printing contract will undoubtedly affect the Publications item in the budget for 1948-49. In our new fiscal year the Treasurer will operate on a tentative budget until it can be submitted to the Council at the Annual Meeting. You are certainly the best judge of which printing contract to sign and I feel sure that the Council will want to approve the Publications item in the budget which is necessary to take care of the contract which you will sign.

If I can be of any further help in this matter, please let me know. I am leaving tomorrow for a month's vacation in Wisconsin where you can

(continued)

CHRISTOPHER GRITTENDEN, PRESIDENT STAYE DEPARTMENT OF ARCHIVES AND HISTORY RALESON, NORTH CAROLINA

> ADDRESS COMMUNICATIONS TO: LESTER J. CAPPON, MCCRETARY P. O. BOX 203 WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton

- 2 -

July 6, 1948

reach me at 2376 North Sherman Blwd., Milwaukee, 10. If Mr. Shell communicates with you, I will have received a copy of his letter to you so that in writing to me you can assume that I know what proposals he has made to you.

With kindest regards.

Cordially yours,

Lester J. Cappon, Secretary

Miss Margaret C. Morton Illinois State Library Springfield, Illinois Dr. Lester J. Cappon, Secretary Society of American Archivists 2376 North Sherman Blvd. Milwaukee 10, Wisconsin.

Dear Lester

So far I have heard nothing from the William Byrd Press. Several people suggested that organization to me but I did not write them direct because I thought you were proabbly in a better position to make the contact than I was. The statement made by Mr. Shell to you to the effect that printing 625 copies is somewhat to their disadvantage ties in with the reason given by the Banta people for dropping us - namely, that there is too much pemposition in proportion to press work. I happen to know that the Byrd Press has turned down another small magazine (medical) recently.

Karl Trever says he thinks he is in a position to bring pressure on Banta to do one more number for us, but they have been so dilatory about getting out the July number that I am unwilling to risk it.

I shall be away part of September and part of October. If we do not go to press about the first of August we have no chance to get out the October number anything like on time. Also Bill. Overmen has some advertising dangling that he will lose unless he can iron out certain problems with the publisher soon. One other point: I still have three more numbers to get out, and since the new contract will be for one year only, I shall not have tied down my successor unduly, I think. Two of the three people most prominently mentioned for the new editor are Middle Westerners - at least at the last I heard.

Under the circumstances, therefore, it has seemed to me that "a bird in the hand in worth two in the bush", so, after trying to think the matter through as best I could, I have written to the Torch Press that we are accepting their offer. I hope I have not made a mistake, and do not believe we could do better by waiting under the circumstances.

I hope you are having a nice vacation. I have sent some things to Williamsburg, in each case notifying the persons (chiefly wood-be-subscribers) that you would take care of them on your return.

737 Lexington Avenue Charlottesville, Virginia

July 28, 1948

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

In view of the fact that Dr. Cappen is out of the state on his vacation, I am taking the liberty of forwarding a copy of the enclosed material to each member of the Council.

Yery truly yours

adele Hall

(Mrs.) Adele Hall Secretary to Br. Cappen

Christopher Grittenden, President State Department of Archives and History Releigh, North Carolina

July 22, 1948

Dr. Lester J. Gappen, Secretary Seciety of American Archivists P. O. Box 203 Williamsburg, Virginia

Dear Lester J. :

Enclosed is a copy of Miss Chatfille's letter of July 17, giving the report of the Countities to Recommend an Editor. It is suggested that you transmit copies of this letter to the Council, requesting each number to prite direct to Miss Chatfield so that there will be no delay.

Good luck and best wishes.

Yours sincerely,

(signed) Christopher Crittenden President

3700 Massachusetts Avenue, M.W. Washington 16, D. C. July 17, 1945

Mr. Christopher Crittenden, President, Society of American Archivists, State Department of Archives and History, Raleigh, North Carolina

Dear Mr. President:

Tour Committee to Recommend an Editor for the Society of American Archivists has made diligent efforts to elicit from the membership their proposals and opinions concerning a new Editor. The Committee has tried to discover the concensus of the members rather than to inject its own preferences, and therefore is submitting a list of names that have been proposed, with a summary of the comments made on them, so that the Council may indicate those they think should be asked, and in what order. The Committee has not consulted the persons whose names have been proposed, as it might create ill will should they not be asked.

Here are the names of those who have been

proposed:

Brayer, Herbert O. Brooks, Philip C. Buck, Solon J. de Valinger, Leon Franklin, Niel Hemphill, W. Edwin Homsher, Lola Keller, Herbert A. HeCsin, William D. Peckham, Howard Shipton, Clifford K. Trever, Karl T. Wood, Richard G.

In the following comments on the list, your Committee has tried to arrive at an accurate synthesis of the opinion expressed by the people with whom it has talked or from whom it has received written communications.

Uppermost in the minds of our consultants, Howard Feekham, Earl Trever, and Leon de Valinger loom large. Concerning Howard Peekham, his excellent editorial experience would be an asset, although he never has done archival work. There is some doubt, however, that he would accept, due to an already heavy program.

With reference to Karl Trever, his strong support of the present Editor as a member of the Editorial Board has been commented on most favorably by Mice Morton and others. While there is some feeling among the membership that the staff of the Mational Archives is prome to everlock the problems of the State archivists and the smaller institutions, it is true that Karl Trever has often expressed himself against such attitude. Me would be very helpful in carrying on the work and preserving the improvements Hiss Morton has made during her editorship with the least interruption to publication.

Loon de Valinger has been called a "live wire among the State archivists," and would without doubt do an excellent job, if he were attainable.

The remaining names we think are good, and any one of them would not be a bad shoice. Some of them, however, are not in good health, and some already have many responsibilities -and the editorship is a strenuous and demanding task.

One suggestion your Committee would like to make, that Miss Morton be invited to become an honorary member of the Editorial Board, to be as active or inactive as her health and interests will permit. We think this would be a method of expressing our appreciation, that is, the appreciation of the feelety, for the excellent work she has done on the American Archivist.

Respectfully submitted,

/s/ Noien L. Chatfield Chairman Dr. Lester J. Cappon, Secretary Society of American Archivists Box 203 Williamsburg, Virginia.

Dear Lester:

It was not until today that I heard from the William Byrd Press, saying that they thought perhaps they could take us on to receive copy the last of August or first of September - that is, to do the October number. They did not say whether they would continue after that. Meantime I waited as long as I dared - it seems, they thought I would write them and I was waiting to hear from them. I finally wrote the Torch Press that we are accepting their offer and sent copy to them early this week. It takes a good two months under present conditions to get out a number. I sent copy to Banta on May 10th and yesterday go the editor's advance copies for the July number. It seemed to me that the bird in the hand, etc. had to prevail, despite the high price asked. The new editor will be held for only his first number with them, so he can change if he wishes. Probably that will be one detail he will be glad to have a little more time on. I am sorry if I seemed to be rushing things too much.

I hope you had a pleasant summer. I understand that it was not in Chicago, and so also, I suppose, in Milwaukee, but it has been delightful here so far - not up to 95 once, mostly in the 80ies - most unusual weather for us for we generall swelter for two or three months. It is cool enough for a coat today which we can hardly believe.

My present plans call for a two weeks vacation the last half of September. I think it is very fine for the powers to be to give me any time off, but I sorely need it. I plan to drive to the Berkshires with a friend.

Sincerely.

Dr. Lester J. Cappon. Secretary Society of American Archivists Box 203 Williamsburg, Virginia.

Dear Leater:

I am referring the enclosed letter from Mr. Nail to you to take such action as you see fit and think proper in relation to his proposition to help boost our subscription list. I do not have any extra copies which I think I ought to send him, because I have furnished Dr. Overman with a number of copies for advertising purposes, have sent copies to certain authors who requested a copy of the whole magazine for good reasons, etc. I also used some for samples in writing to prospective publishers.

As I guess I wrote you, I finally accepted the bid of the Torch Press because I got no tangible proposition from the William Byrd Press. They later wrote that they were willing to take us on but were relieved to know that we had made other arrangements, because they are moving in January and hated to take on other magazines. They wanted me to send copy to them for October and talk about prices later, and I don't do business that way. I explained that there will be a new editor next year, and that perhaps he will want to make a change, and they replied that they would be glad to consider our business when and if, and might be in a better situation for new accounts later. I thank you for your efforts on our behalf.

Sincerely,

thropics.

CHRISTOPHER CRITTENDEN, PRESIDENT STATE DEPARTMENT OF ARCHIVES AND HISTORY BALEIGN, NORTH CAROLINA

> ADDRESS COMMUNICATIONS TO: LESTER J. CAPPON, SECRETARY P. O. BOX 203 WILLIAMEBURG, VIRGINIA

August 19, 1948

Dear Margaret:

I have been very remiss about replying to your various letters, some of which I received during my vacation. The action of the William Byrd Press with respect to making estimates on the American Archivist was a mystery to me which has only been cleared up by your letter of August 10th. I assumed from my telephone conversation with Mr. Shell that they were very much interested in doing business with us and I thought he would write to you without delay. Perhaps in view of the unwillingness of the William Byrd Press to do more than handle the ctober issue for the time being, makes your decision to sign up with the Torch Press, the more desirable. I hope that you will find your relations with them highly satisfactory. I fully appreciate your desire not to tie the hands of the next editor with respect to such important matters as printing the magazine.

The letter of Daniel F. Noll which you enclose with yours of August 10th, rather puzzles me. I note in the July issue that Mr. Nowl is contributing data on macro-photography for publication from time to time in the magazine, but his letter of July 26th sounds as though he is or aspires to be an operator of considerable proportions and I cannot quite figure out whether he would be willing to do all this promotional work merely for the love of the Society and the cause of archives. We might get him appointed to the Membership Committee to handle the Washington area. The proposal which he makes about exchanging with other magazines involves decisions which should be made by the editor. If you can give me any other information about him, I shall appreciate it. Perhaps appointing him to the membership committee would be the smartest thing to do.

Thank you for the clipping which you sent regarding Professor Pease's death. I had missed the obituary in the <u>New York Times</u>. I shall write a note of sympathy on behalf of the Society to Mrs. Pease and we must be sure that the Resolutions Committee takes proper action in this matter at the annual meeting. With kindest regards,

Sincerely yours,

Lester J. Cappon Secretary

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois Dr. Lester J. Cappon, Secretary Society of American Archivists Box 203 Williamsburg, Virginia.

Dear Lester:

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Probably putting Mr. Noll on the membership committee is the best reply to his proposal to help the circulation of The AMERICAN ARCHIVIST. Mr. Noll is a man of many ideas and great enthusiasms, but I don't know how many of his proposals he is able to carry out. I think you might send him four or five copies and see how he comes out; with the understanding, of course, that he must reimburse the Society for them within a reasonable time or else return them.

Enclosed is a communication from the Library of the University of Miami concerning its subscription.

Sincerely,

Dear Lester:

Our new printer will have to make new name plates for addresses for subseribers, as I suppose that would be cheaper than having the old one shipped to him. I have received only part of the galley proof as yet — I had to wait for Brayer and Smith until after the 15th of August so that is late. It occurs to me that it might take the printer some time to have all this work done, so you might want to send the present addresses on now and make the usual last minute corrections.

I am looking forward both to my vacation which starts the 18th of this month and to the trip to Raleigh. I have not been at all well the past few weeks, and both my surgeon and family doctor say this continued indigestion is just one thing -exhaustion. I guess I came back to work too soon, though I have tried to take it easy. It is a great relief to learn that Karl Trever has consented to take over the editorship for it becomes more and more evident that I could not have continued.

Sincerely,

Springfield, Ill. Oct. 11, 1948

Mrs. Elizabeth I. Fiedler, Supply Officer Veterans Administration Records Center 5000 Wissahickon Ave. Philadelphia 1, Pa.

Dear Mrs. Fiedler:

Your letter of September 13 addressed to Society of American Archivists came to my desk during my vacation, hence the delay in reply. We are referring your letter to the Secretary of Society of American Archivists who can probably supply you with the July 1945 issue. There would be no objection to you having microfilm copies made for your use in case this number is out of print.

Sincerely,

Archivist

MCN: mw

Springfield, Ill. Oct. 11, 1948

Dr. Lester J. Cappon Society of American Archivists Box 203 Williamsburg, Va.

Dear Letter:

Our printer has now decided that he can get out the American Archivist in January after all. I have, therefore, set November 10 as the deadline for copy. If that crouds you too much please let me know approximately how much space you may require for the minutes, etc. so that I can send the other material to him. The October number was very much of a mess because copy dribbled in for a month after the deadline and I do not want the new printer to get the idea that we are not businesslike.

We will be seeing you week after next.

Sincerely,

Archivist

HCN: mw

November 4, 1948

Dr. Lester J. Cappon, Secretary Society of American Archivists Box 203 Williamsburg, Virginia.

Dear Lester:

We arrived home last night after a trip even more beautiful than the one over the Great Smokies. We swung down via Charlottesville, N.C. and Chartanoga this time, and had no car trouble as we had had going. The meeting was most enjoyable, though I had little time for hearing papers.

Enclosed is the bill for the October 1948 issue of THE AMERICAN ARCHIVIST, also a carbon of the copy I made for my own file. I neglected to ask for the usual billing in triplicate. I think the press work very good, and am very much pleased with the new printer.

I am anxious to get copy to him for the January number as soon as possible. I shall assume that the Minutes and Proceedings will be about the same length as last year's. Dr. Van Schreeven has promised to get his report as chairman of the Program Committee to me in time to print in January rather than in April as has happened the last two years. I told Mim I would not hold press for him if it does not get to me on time.

For January I plan to run the Jennings paper on university archives (several spoke to me about that at the meeting and I found a letter from some one else). I have the reviews already (at least a package from Dick Wood which is what I assume it to be-dich't have time to open it. I shall send some copy to the printer about Monday so as not to hold him up too much.

Feeling fine and hope you are too.

Sincerely,

The Council decided to run some extra copies in the future, but I have forgotten how many. I suppose you have it in your notes.

CHRISTOPHER CRITTENDEN, PRESIDENT STATE DEPARTMENT OF ARCHIVES AND HISTORY RALEIGH, NORTH CAROLINA

15 November 1948

ADDRESS COMMUNICATIONS TO LESTER J. CAPPON, SECRETARY P. O. BOX ROS WILLIAMSBURG, VIRGIRIA

Miss Margaret C. Norton, Editor The American Archivist 1105 S. Second Street Springfield, Illinois

Dear Margaret:

I am sending herewith all the material arising out of the annual meeting for publication in the January 1949 issue of THE AMERICAN ARCHIVIST. I hope you will find everything in good order. I have been delayed somewhat by the need for a revision in the budget table in order to include the item of appropriation to the International Council on Archives. The budget as approved by the Council has been properly signed by the president and the treasurer as well as by the secretary, who constitute the Finance Committee of the Society. I am retaining the ribbon copy so signed on file and sending you a carbon copy for the printer.

You will note by the Minutes of the Council that your proposal to increase the edition of THE AMERICAN ARCHIVIST to 700 copies was agreed to, and I must say I feel a lot better about it because of the value of back copies which are always in demand.

The Torch Press informed me that they proposed addressing the wrappers for each issue by hand because of the expense of making plates or stencils for the addressograph. As soon as we are sure that we want to continue business with the Torch Press and a contract is signed (or even before the signing, if possible), I think we should have our mailing list set up for addressographing. It should be cheaper in the long run and it enables my office to have an exact record of the printer's mailing list by sending me addressographed 3 x & cards for new members and changes of address, as soon as each issue of the magazine has been sent out.

I am also enclosing a list of applicants for membership received since the annual meeting and shall appreciate having your vote on them.

Our meeting was very successful, I think, and our Tar Heel friends certainly treated us royally. I am glad to know you and Miss Rogers got home without further tire trouble. Will you be attending the AHA convention in Washington after Christmas? We are supposed to have a Council meeting at that time. With kindest regards,

Sancerely,

Lester J. Cappon Secretary

Applications for Membership

November 11, 1948

Robert E. Beets, St. Louis, Missouri - Records Administrator, AGO, Dept. of Army

Herford T. Cowling, Osborn, Ohio - Chief of Operations, A.M.C., U.S.Air Forces, Wright Field, Ohio

Albert Dannenhirsch, Philadelphia, Pa. - Archivist, National Archives

Mabel E. Deutrich, Washington D.G. - Historian, Office of Chief of Engineers, Dept. of Army

Charles E. Dewing, Washington D.C. - Archivist, P-1, Mational Archives

CHRISTOPHER CRITTENDEN, PRESIDENT STATE DEPARTMENT OF ARCHIVES AND HISTORY MALESEN, NORTH CAROLINA

29 November 1948

ADDRESS COMMUNICATIONS TO: LESTER J. CAPPON, SECRETARY P. O. BOX 203 WILLIAMSBURG, VIRGINIA

Mr. Karl L. Trever The National Archives Washington 25, D. C.

Dear Karl:

I want to inform you for the record, although you may already know it, that both William J. Van Schreeven and Herbert E. Angel have accepted their election to the Editorial Board, the latter to fill your unexpired term and to take office when you succeed Miss Norton as editor.

It was helpful, I think, to have discussion by the Council of editorial policy. It is clear that you have a pretty free hand to carry out the editor's job subject mainly to the dictates of your own discretion and your good judgment. The choice of your assistants, other than the members of the Editorial Board, is entirely up to you. I am glad it was agreed that these assistants should be appointed by you for a specified term and I trust that you have made this point clear to each of them in making the new appointments, or re-appointments, as the case may be.

Thanks very much for the back copies of THE AMERICAN ARCHIVIST, salvaged from various members in the National Archives. We shall make good use of them; there is a continuous demand for back copies - we sold \$200 worth last year; it is fine to have these at no charge to the Society.

Thanks also for the corrections to the Minutes. Copy had already gone to press, but we'll catch the errors in the galley proof. I think the October issue is a big improvement in appearance over the Banta product. Do you intend to continue with the Torch Press? If so, I think we would save money in the long run by having addressograph plates or stencils made for the mailing—list; they would also provide me with identical copies of the printer's record of additions and revisions four times a year.

I regret that we missed seeing you and Myra during your brief visit to Williamsburg; I'm glad you found the rooms comfortable and convenient. You were entirely too generous in the lovely gifts you left for Marybeth and Bernet. M.B. has her box of perfumes, etc., proudly arranged on her dressing table; Bernet's filling station and little car have had hard usage and are still in operation and he is enjoying them very much. Many thanks to you both.

With kindest regards,

Cordially yours,

Lester J. Cappon

Springfield, Ill. Nov. 23, 1948

Dr. Lester J. Cappon, Secretary Society of American Archivists Box 203 Williamsburg, Va.

Dear Lester:

Enclosed are some new subscriptions forwarded to us from our former printer, Banta.

Your correspondence on the Minutes was not received until after the coly had gone to the printer, but I will check it in galley proof. You also will get galley proof so you can likewise watch to make the correction.

So far I have not told the Torch Company about your desire for addressograph plates. We still have no formal contract with them but apparently they expect to go along on an #ssue to issue basis.

Karl is not sure that he wants to continue with them altho I have found them very fine people to deal with. Herbert Brayer has used them on some of his work and also liked them very much. If there is a likelihood of Karl taking the magazine elsewhere do you still think we should go to the expense of the addressograph plates?

Sincerely,

MCH; mw

Dr. Lester J. Cappon, Secretary Society of American Archivists Box 203 Williamsburg, Virginia.

Dear Lester:

Just a note to tell you that page proof went back to the printer last week-end. Please excuse me for being slow about notifying you. Proof came just as I was hurrying to get away on a trip to the northern part of the State to take records to court. I dropped everything to get the proofs back, as I was not sure how long I might be gone. I did not find time to write you.

I hope the A. A. meeting was good this year. I did not feel I could take either the time or the money to go this year, nor was I in the mood for it. So many of my close friends in the association are either dead or retired (3 of my graduate schoolmates died within the last six months) that I just did not think would enjoy it. I hope someone picked up the archives paper and any other interesting for the A.A. I assume that Karl did.

The printer has still not produced a contract. Since Karl seems uncertain as to whether he may not wish to make a change, I am not pressing for one. If he should change, do you think we would be justified in having addressograph plates made for so short a time?

Sincerely,

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CHRISTOPHER CRITTENDEN, PRESIDER STATE DEPARTMENT OF ARCHIVES AND HISTORY RALEIGH, NORTH CAROLINA

> ADDRESS COMMUNICATIONS TO: LESTER J. GAPPON, SEGRETARY P. O. BOX 203 WILLIAMSBURG, VIRGINIA

January 15, 1949 .

Miss Margaret C. Norton 1105 S. Second St. Springfield, Illinois

Dear Margaret,

I am sending you herewith for your information a copy of the Minutes of the Council meeting held jointly with the Council of the American Association for State and Local History in Washington, December 29, 1948.

Enclosed there is also a list of applicants for membership in the Society as of January 15, 1949 for your consideration.

Very sincerely yours,

Lester J. Cappon Secretary

I. S. just received your letter ? Jan. 12. Wh are sending the revisions in The mailing last for the farming some to the Just Press today. Whi better hat have addressed graph flates or attended made with Keal sender whether he wants to continue with the Just Rese. L. C.

APPLICATIONS FOR MEMBERSHIP

Society of American Archivista

January 15, 1949

Institutional

American Jewish Archives, Cincinnati, Ohio

Individual

- Katherine E. Brand, Washington D.C. Archivist. National Archives
- Helen T. Finneran, Washington D.C. Natural Resources Board, National Archives
- Joseph F. Vaughan, Arlington, Va. "ecords Management Supervisor, National Security Resources Board
- Harless Wagoner, Arlington, Va. Archivist, National Security Resources Board
 - Charles L. Stout, Washington Archivist, National Security Resources Board
 - Guy A. Lee, Chevy Chase, Md. Records Reference Supervisor, National Security Resources Board
 - John W. Dudley, Assistant Archivist, Virginia State Library
- Mrs. J. E. Hays, Atlanta, Ga. State Historian
- John H. Flandreau, Elsmere, N.Y. Assistant Archivist of State Education Department, Albany, N.Y.
- Beryl E. Gardner, Annapolis, Md. Record Indexer and Cataloguer, Hall of Records
- Lucile M. Kane, Minneapolis, Minn. Curator of Manuscripts, Minnesota Historical Society
- James C. Olson, Lincoln, Nebraska, Superintendent, Nebraska Historical Society
- William A. Hunter, Shiremanstown, Pa. Senior Archvist, Public Records Division, Pa. Historical and Museum Commission
- Sarah Hodgson Torian, Sewanee, Tenn. Archivist, University of the South
- Norman Fee, Ottawa, Canada Assistant Dominion Archivist, Canada
- Herbert L. Gentner, Williamsburg, Va. Curator of Manuscripts, William and Mary College
- Milton V. Ritter, Eairfax co., Va. Archivist, National Archives

Dr. Lester J. Cappon, Secretary Society of American Archivists Box 203 Williamsburg, Virginia.

. Dear Lester:

Thank you for the copy of the Minutes of the Council.

I suppose these should be published in The AMERICAN

ARCHIVIST. It is too late for them to go into the

January number which is about to come off the press, but

it can go in the April number.

I think all applicants for membership in the Society listed as of January 15th are qualified, and I hereby cast my ballot for them.

Enclosed is a purchase order forwarded by Banta. I never have been able to get them to send such things directly to you. Perhaps our new printer will do better in that respect.

Sincerely.

THE AMERICAN ARCHIVIST

EDITOR'S CORRESPONDENCE WITH EDITORIAL BOARD 1946-1949

(THIS FILE IS FROM THE SOCIETY OF AMERICAN ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE UNIVERSITY OF WISCONSIN ARCHIVES, MADISON - RECORD SERIES 200/7/2 - Box 1, File 6.)

care one

1105 South Second Street Springfield, Illinois February 19, 1946

TO:

Dr. Karl L. Trever, The National Archives, Washington, D. C. Miss Grace Lee Nute, Minnesota Historical Society, St. Paul, Minn. Dr. Leon de Valinger, Jr., Public Archives Commission, Dover, Delaware Mr. William D. Overman, Firestone Library & Archives, Akron 17, Ohio

(Members of Editorial Board)

As you have doubtless been informed, the Council of the Society of American Archivists has elected me editor of The American Archivist, vice Professor Theodore C. Pease, resigned, my duties to start with the July 1946 issue.

Unlike Professor Pease, my editorial experience has been limited, and I expect to lean heavily upon the Editorial Board not only for the formulation of general policies but also for getting contributions and for suggestions for improving the format. It would be highly desirable for the Board to holds meeting in the near future, but we are all busy people and that is perhaps impossible. Just now I am without an Assistant Archivist and it is necessary for me to stay in Springfield until that situation is relieved.

During my two terms as President of the Society, I received many suggestions about changes members would like. The Council of the Society has been discussing these matters, particularly the specific criticism that our members feel that our journal caters to the Mational Archives and the larger erchival institutions but is not very helpful to smaller establishments and to custodians of institutional as contrasted to governmental archives. That this trend is due to our methods of collecting articles rather than to the prejudices of the editor is attested by the publication of such articles as those by Mrs. Minogue on flattening papers and on treatment of fire and water damaged records. What our members want, if I interpret their comments correctly, is a dignified professional journal, but not a journal of a learned society. They want practical suggestions for becoming more efficient archivists. Some of these ideas I have formulated for your consideration. A copy is enclosed for your comments which I hope will be frank. Right here I wish to state that I am not super sensitive and that I want you and all members of the Society to help me through your criticisms to make The American Archivist better and better.

There are several matters on which I wish your instructions immediately. Professor Pease has a contract with the George Banta Publish-

ing Company at Manasha, Tisconsin. This concern specializes in the publication of periodicals of learned societies. Professor Pease says this firm would be agreeable to a cancellation of our contract and that the University of Illinois would like to pick it up if we drop it. However, he recommends that we continue with them for the present at least, as they agree to keep a uniformity of atyle which would be helpful to me while I am getting my bearings. On the other hand, we have several large printing establishments here in Springfield which specialize in the varied types of work done by the State and who are perfectly capable of turning out just as artistic a job as the Mensuha concern. It seems to me that the saving in time and express charges would on the one hand permit the editor to send proof to authors when they desire it, and on the other hand would pay for illustrations and line drawings, also for a more satisfactory binding by sections. I am inclined to believe that it would better for us to finish the year with Banta, then to canvass the possibilities for a change. Please give me your reaction.

Some of our members criticise the format of The American Archivist as being dull. I should like to have the Editorial Board consider this subject and make suggestions for a more attractive layout. My own suggestion would be to run the articles across the page with about the same type as at present, but to use two columns for other material, using bolder face type for setting off the various headings. At present much space is left blank which might be used for fillers—questions and answers, pertinent excepts from archivists reports, notes on minor points in technique, etc.

The question of separates for authors should be settled. Professor Pease has always favored giving the authors extra copies of the journal instead of printing separates. Last year the Council instructed him to issue separates if the authors would pay for them. This year the Council has permitted the editor to go back to handing out extra copies. Personally I think authors should be furnished a reasonable number of separates free of charge. However, I should like to have the Editorial Board make a recommendation for submission to the Souncil.

My most urgent need is for a technical editor to gather information about new methods, new equipment and the like who would do for that what Karl Trever and Richard Wood do so superbly, and will, I hope. continue to do, in editing the News Notes and Reviews sections. Please make recommendations for someons for this post. I recommend the continuance of Mr. Trever as News Notes editor and of Mr. Wood as Reviews editor, also that the Committee on Archival Massearch continue as the chief agency for gathering articles. The chairman last years was Carl Lokke of the National Archives. I have not heard who has been appointed by the new President.

Please make recommendations on these points and any other matters which may occur to you.

Sincerely,

- "Plan a broad publication program in consultation with his editorial board ... Draw up a statement outlining the accomplishments of the magazine since it was established and set forth tentative plan for the future."
- "Perhaps I should point out though that the very high tone of the magazine has tended to discourage practical archivists from telling us in the columns of the magazine what their actual experiences have been. For example, I found at the meeting in Harrisburg that there were many new ideas circulating among the membership about which I had heard nothing ... there are a lot of people who find it difficult to attend the annual meetings; at all and we should not be forced to rely on personal contacts for professional ideas, although I do not deny such contacts have value. It seems to me that some practical archivists who have had a good and useful experience, believe that such things as their experiences are not important. As a result, we are too much involved in trying to graft American practice onto European theory. I had hoped that this generation of archivists might flounder around with practice and develop a new theory altogether. This object might be accomplished if the character of the magazine were changed ..."
- "In general I think that the magazine tends toward duliness. I think it could be livened up by the use of short notes and fillers which would at the same time extend the coverage of the journal: perhaps a question and answer column, a president's page, news of new equipment, minor changes in technique that were found to be improvements, etc.--"
- *... The articles so far have usually dealt with government archives on the national and state levels. The county archivist, the church archivist, the corporation archivist can find little help in the magazine. Yet the magazine should be a means for broadening our horizons and making us all acquainted with the other fellows' problems ..."
- "I should like to see the magazine ... bring us the views of people outside the profession on archives. I think we need to know what the librarian, the historian, the legislator, and the business man thinks of our work. He may not tell us much about techniques, but he is an indicator of how well educated the public is regarding our work. Moreover, the outsider restores our perspective and often drops good ideas about where the emphasis in our work should lie."
- "A president's page in each issue of the journal is highly desirable. It too would supply a personal touch in what is at the present a very impersonal, inorganic "organ." ... It might be philosophical, or extremely practical, or a "shot in the arm" challenge the members out of some morass of inconsequential detail that has blurred their vision ..."

"Professional journals are too often deadly and forbidding in format ... Thy not do some face-lifting by way of typegraphy. vary the color of the dress, and provide a few pictures?"

PROPOSED EDITORIAL POLICY FOR THE AMERICAN ARCHIVIST

- 1) The formal articles should have the same high standards as those we have been having, but we should try to reach a broader audience. Our members from smaller institutions and our Committee on Archives of Non-Government institutions complain that the American Archivist has little that is helpful to them, as most of the articles seem of interest primarily from the National and large state archival point of view. We should not depend entirely upon the material furnished by our annual meetings. Many papers which are good to listen to do not read well, and on the other hand, we have had a tendency to make our progress boresome by the inclusion of too many papers meant for publication in the Archivist. The editor should be able to depend upon the Committee on Archival Research to provide him with the formal articles needed.
- 2) We need a technical section. This would be an addition to formal articles of which I would hope there would be many more written from the point of view of actual techniques employed. There might be a questions and answers column. There should be a column which would describe in a few paragraphs each, perhaps with illustrations, archival methods and equipment; for instance, I personally would like to have engineering drawings and a description of the continuous shelving used at the Virginia State Library. Probably some people would like the same for the sliding shelves that we use here in Springfield. With the first number containing a technical section I would suggest enclosing a V-Mail type of sheet with the editor's name and address on the back and a questionnaire which could be answered briefly. This questionnaire would be worded something like this: "IDEAS WANTED. Put yourself in the place of a visiting archivist who is looking for ideas for his own institution. That feature or features (methods or equipment) would he be most likely to consider copying from your institution". It might be well to have a technical editor analogous to our editor for the News Notes and the Book Reviews.
- 3) A foreign section. This would be under the editorship of our Committee on International Relations. It would include articles by foreign archivists as has been suggested, abstracts of foreign archival periodicals, news notes, etc. If an archives building, like the Guban National Archives, were dedicated, we should have a feature article, showing illustrations of the building, perhaps the plans, portrait of the archivist, as well as a description of the archival agency and the building.
- 4) Illustrations. We should show pictures of archival buildings, archival personalities, such as the president of the Society, honorary members, equipment, copies of interesting posters, etc. For instance, I should like to ask Dr. McCain

to prepare a brief sketch of our new Italian honorary member and to run his portrait.

- 5) Book Reviews. I should like to see fewer long reviews on publications of the National Archives and state institutions and more reviews of books in related fields which would be useful to the archivist, but which he might miss; for instance, I have found Greenwood's Document Photography. published in 1943, extremely valuable, yet somehow this book did not come to my attention until about a month ago. I think we might have a section for older books entitled "The Archivist's Reference Shelf". There are many books, such as law dictionaries, books on filing and indexing, etc., with which archivists should be familiar. We are frequently asked to recommend such books to our patrons.
- 6) A commercial section. It is probably true that we cannot hope for commercial advertisements, but it is possible, I believe, to mention really outstanding things in a non-commercial way, with the statement that we are not endorsing the products but merely calling attention to interesting things which our members might miss; for instance, the Recordak's excellent book on Microfilms as Evidence (that is not the exact title, but you doubtless know what I mean) the appointment of Commander Leahy as Record Consultant for Remington-Rand, is something which should be noted. There is, of course, no substitute for the "bull sessions" held in the wee small hours after the formal convention programs have adjourned, but as Doctor Radoff has aptly put it, "One should not have to attend the annual meetings of the Society to find out what is going on in the archival world".
- 7) The News Notes should be continued as at present, with the possibility that occasionally items usually given under that heading will be shifted to the technical section.

There should be a closer cooperation between the editor and the editorial board; also between the editor and the Council of the Society. The editor should be required unless detained by an urgent emergency, to attend meetings of the Society in order to report to the Council and to discuss with them, if they so desire, policies of the American Archivist. The editor of the American Archivist should be more concerned with putting the periodical into physical form than in gathering material for it, but he should be in a position to exert his influence as to what it is desirable to include in each issue. That means that the editor should try in every way possible to keep in close contact with the members of the Society and with persons with allied interests.

8) a "Bositione" chumanch as a. S. a. publisher in its Bultonin, "Notice by a. b. a. purend or involutioned member will be invested for a chara of fifty with a time; with of month minimum, a dellar and a half. Beadline: with of month minimum, a dellar and a half. Beadline: with of markey were the publication. "There is an acret must fee another auding information bottom institutions laving quings and purent auding

- The formal articles should have the same high standards as those we have been having, but we should try to reach a broader audience. Our members from smaller institutions and our Committee on Archives of Mon-Government institutions complain that the American Archivist has little that is helpful to them, as most of the articles seem of interest primarily from the Mational and large state archival point of view. We should not depend entirely upon the material furnished by our annual meetings. Many papers which are good to listen to do not read well, and on the other hand, we have had a tendency to make our programs boresome by the inclusion of teomany papers meant for publication in the Archivist. The editor should be able to depend upon the Committee on Archival Research to provide him with the formal articles needed.
- 2) We need a technical section. This would be an addition to formal articles of which I would hope there would be many more written from the point of view of actual techniques employed. There might be a questions and answers column. There should be a column which would describe in a few paragraphs each, perhaps with illustrations, archival methods and equipment; for instance, I personally would like to have engineering drawings and a description of the continuous shelving used at the Virginia State Library. Probably some people would like the same for the sliding shelves that we use here in Springfield. With the first number containing a technical section I would suggest enclosing a V-Mail type of sheet with the editor's name and address on the back and a questionnaire which could be answered briefly. This questionnaire would be worded something like this: "IDBAS WARTED. Put yourself in the place of a visiting archivist who is looking for ideas for his own institution. That feature or features (methods or equipment) would he be most likely to consider copying from your institution. It might be well to have a technical editor analogous to our editor for the News Notes and the Book Reviews.
- 3) A foreign section. This would be under the editorship of our Committee on International Relations. It would include articles by foreign archivists as has been suggested, abstracts of foreign archival periodicals, news notes, etc. If an archives building, like the Cuban Mational Archives, were dedicated, we should have a feature article, showing illustrations of the building, perhaps the plans, portrait of the archivist, as well as a description of the archival agency and the building.
- 4) Illustrations. We should show pictures of archival buildings, archival personalities, such as the president of the Society, honorary members, equipment, copies of interesting posters, etc. For instance, I should like to ask Dr. McCain to prepare a brief sketch of our new Italian honorary member and to run his portrait.

- 5) Book Reviews. I should like to see fewer long reviews on publications of the Mational Archives and state institutions and more reviews of books in related fields which would be useful to the archivist, but which he might miss; for instance, I have found Greenwood's Document Photography, published in 1943, extremely valuable, yet somehow this book did not come to my attention until about a month ago. I think we might have a section for older books entitled "The Archivist's Reference Shelf". There are many books, such as law dictionaries, books on filing and indexing, etc., with which archivists should be familiar. We are frequently asked to recommend such books to our patrons.
- 6) A commercial section. It is probably true that we cannot hope for commercial advertisements, but it is possible, I believe, to mention really outstanding things in a non-commercial way, with the statement that we are not endorsing the products but merely calling attention to interesting things which our members might miss; for instance, the Recordak's excellent book on Sicrofilms as Evidence (that is not the exact title, but you doubtless know what I mean) the appointment of Commander Leahy as Record Consultant for Remington-Band, is something which should be noted. There is, of course, no substitute for the "bull sessions" held in the wee small hours after the formal convention programs have adjourned, but as Doctor Radoff has aptly put it, "One should not have to attend the annual meetings of the Society to find out what is going on in the archival world".
- 7) The News Notes should be continued as at present, with the possibility that occasionally items usually given under that heading will be shifted to the technical section.
- 8) A "Positions" column such as A.L.A. publishes in its Bulletin.
 "Notices by A.L.A. personal or institutional members will be
 inserted for a charge of fifty cents a line; minimum, a dollar
 and a half. Deadline: tenth of month preceding publication".
 There is an acute need for exchange of information between
 institutions having openings and persons seeking positions.

There should be a closer cooperation between the editor and the editorial board; also between the editor and the Council of the Society. The editor should be required unless detained by an urgent emergency, to attend meetings of the Society in order to report to the Council and to discuss with them, if they so desire, policies of the American Archivist. The editor of the American Archivist should be more concerned with putting the periodical into physical form than in gathering material for it, but he should be in a position to exert his influence as to what it is desirable to include in each issue. That means that the editor should try in every way possible to keep in close contact with the members of the Society and with persons with allied interests.

November 2, 194 6

Mr. Harold S. Burt, Chairman Committee on Local Records Society of American Archivists Connecticut State Library Hartford, Connecticut.

Dear Mr. Burt:

Miss Rogers and I were disappointed that Mrs. Burt and you did not get to the annual meeting of the Society last week. Despite the hotel strike, the local committee performed the miracle of taking care of all of us most comfortably. Of course the majority of those present were from Washington and vicinity but there were many of us from more distant places. We are to meet in Denver next year and hope you will be there.

The Council of the Society referred the Manual for Local Recording Officers to the Editorial Board, without taking any formal action and without making an appropriation for printing it as a deparate publication. Since I am the only member of the Editorial Board who has seen this, I would appreciate it if you would send copies to each of the following - that is, if you have sufficient on hand:

Karl L. Trever - The National Archives
Grace Lee Nute - Minnesota Historical Society
Leon de Valinger, Jr. - De laware Dept. of Archives,
Dover
William D. Overman-302 E. Catwaba, Akron 1, Ohio.
Lester J. Cappon - (he gave me his copy - he should

Since the Board has not seen this manual, I can only guess as to their action. Personally, I think it might be desirable to circulate this among a number of state archivists for criticism and suggestion, so that we can get the benefit of more slants on the application to conditions in a number of states. In the meantime, since the need for such a manual is acute, it might be advisable to publish the bibliography and perhaps some of the as yet unpublished material in the American Archivist. It occurs to me that some state might like to publish your manual with such additions and amendments as would adapt it to special conditions in that state. For instance, in Illinois, we would want to call attention to those elaborate laws providing for the reconstituting of destroyed records, and our own laws regulating destruction of records. If Mr. Blood were still with us, we would undertake such a revision this year, but as it is, I am altogether too

have one for his files.

busy with other work.

I will let you know what the Editorial Board decides to do when I hear from them.

Sincerely,

EDITOR

Dr. Lester J. Cappon. Secretary Society of American Archivists Box 203 Williamsburg. Virginia.

Dear Lester:

The enclosed copy of the letter from Banta needs no comment on my part. Since the actober number should go to press the first of August, that gives us very little time in which to make a new contract with some one else. have written to the members of the Editorial Board to ask for suggestions, but suppose the burden of finding a new printer will finally rest upon me. Rutgers press and Torch press (Mississippi Valley Historical Review printer) come to mind as the type of publishers we would want but I doubt if they would take our account. It is too bad they won't wait until the new editor gets on the job, but maybe that had better be settled for him. I may have to change format somewhat which is bad in the middle of the year. Have you any suggestions? I am afraid this is going to be one more thing I cannot take, but will do my best. I am not supposed, you know, to keep the editorship as long as I am doing, but I guess I can make the grade.

but do not have to be hospitalized for it. My family doctor has had laboratory tests made that show positively there is nothing malignant and my surgeon says he knew I had this last set of growths but could not take them off when he removed the other cysts. I hope they don't find any more bumps to come off. I am feeling pretty good again, but still tire essily.

I am enclosing the letter from India for you to take care of tecause I expect to use up my supply of back numbers on prospective publishers. I sent most of them to Bill Overman for his advertising campaign.

The new contract, when and if we get one, may call for more money. I presume it will have to be submitted to the Coune cil, or will it? Does the Editorial Board have full authority to act in this emergency?

GEORGE BANTA PUBLISHING COMPANY MENASHA. WISCONSIN

June 2, 1948

Miss Margaret C. Norton Archives Department Illinois State Library Springfield, Illinois.

Dear Miss Norton:

When we negotiated our October 15, 1947 contract for printing The AMERICAN ARCHIVIST, we hoped with the help of overtime and maximum production to keep some order in our schedules even though our service perhaps was not up to your wishes.

Our company is no exception to conditions which prevail in the printing industry generally. Our working hours in the typesetting department, for example, have had to be cut to 37-1/2 hours per week in order to keep in step with national trends. At the same time, we have been unable to secure additional equipment to make up for the loss of man hours. As an instance, we have had typesetting machines on order for two years that will not be delivered until the forepart of next year.

This pictures the situation which makes it quite impossible for us to produce as much as we have in the past. It is a matter to which our officers have been giving careful study as they found the situation growing steadily worse. Their decision, made with the greatest regret, is to relinquish a number of contracts to offset the reduction in man hours and lack of equipment. The problem involves about fifteen periodicals for which we have a high percentage of typesetting time as against a very low press run. The flow of work through our plant must balance in all departments. We cannot operate like a big city plant where employees can be taken on and laid off as the work fluctuates.

So it is my very distressful and unpleasant duty to ask you to make other arrangements for printing The AMERICAN ARCHIVIST. I know that this will be a shock and a disappointment to you, but we really have no other course and are forced into it by conditions that are beyond our control. Our relationship has been a long and pleasant one and we are exceedingly sorry to be obliged to take this step.

We will, of course, take care of your July issue which is now due, but we will appreciate it very much if you will make other arrangements for the October XMXXXX number.

Sincerely,

(Signed) Kenneth W. Dean
GEORGE BANTA PUBLISHING COMPANY
Chicago Office

The Editorial Board The American Archivist

Doar Colleggue:

The enclosed letter just received from our publisher. George Banta Fublishing Company was not altogether unexpected since I have known for some time that they have been refusing new contracts with other organizations. Nowever, this is the first hint that they were planning to drop our account, all the sore unexpected because of the recent renewal of the contract. is particularly serious for us right now with a new editor in prospect and my incomplete recovery of health and strength from my recent illness. As you know, I have notified the Council of the Society that it will not be possible for me to continue as editor after the expiration of my present term (beginning with the July 1949 issue.) A committee has been appointed to select a new editor, but I have not heard whether any progress has been made.

As you know, the American Archivist has been supposed to go to press eix weeks to two months ahead of publication date, which means that the Cotober number is scheduled tog go to press on August first. That gives us a very short time in which to find a new publisher.

Will each one of you please consider yourself personally responsible for helping the editor find a satisfactory printer as soon as possible. Offhand I think of the Autgers Press and the Torob Press (prints Mississippl Valley Ristorical Review). I am writing to each of them at once, but have small hopes that either will take our account. Have you any suggestions, and above all, any contacts? Just any printer won't do - we want seesone who will watch for the things the editor misses or is not sure about - proper type to use, inconsistencies of style, etc. Flease let me hear from you as soon as possible.

Sincerely.

Wargant C. Norton

1105 South Second Street Springfield, Illinois February 19, 1946 Um. Wille.

Mr. Leon de Valinger, Jr., Archivist Delaware Hall of Records Dover, Delaware

Dear Mr. de Valinger:

As you may have heard, the Council of the Society of American Archivists has just elected me Editor of The American Archivist in place of Professor Pease who has found it necessary to resign because of pressure of work.

The Council has instructed the Editorial Board and the Editor to adjust the policies for the American Archivist to make it less the journal of a learned society and more a professional journal offering practical suggestions for improved archival practices. One of the features we are instituting is a technical section where new and good ideas on equipment and technique can be shown graphically. All who have seen your exhibit safe in your lobby have commented upon it, and I think a short description would be interesting for this technical section. If possible, we would like photographs and drawings; also a brief description of the safe and the psychological effect of opening it ceremoniously.

We are also looking for ideas for interesting exhibits, ways of doing all sorts of things. If you have any suggestions for articles, long or short, and who might be likely to be willing to do them, and above all if you would be willing to furnish articles on any of these sugjects, we would be very glad to receive your suggestions.

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

mon: lk

1105 South Second Street Springfield, Illinois April 23, 1946

Mr. Leon DeValinger, Jr. State Archivist Dover, Delaware

Dear Mr. DeValinger:

Since my appointment as Editor for The American Archivist I have been too busy scrambling for material for the July issue to give much thought to the format. However, I have had so many letters asking for a change in the physical appearance of The American Archivist, also a suggestion from Mr. Bachmann of the Banta press, that I think perhaps we should attempt to make some of these changes right away.

Mr. Trever suggests that Fublic Administration Review has a very attractive format. Presumably you have copies of this in your institution, but to make sure I am having some sample pages photostated which I am including in this letter. I very much like the type face and the two-column layout. However, I fear that this would not be practicable in a periodical of this size. Perhaps next year we could change the size of the paper to include such a format. I am thinking of continuing to run the articles across the page as at present but to putting the book reviews in two columns at a somewhat smaller size type face.

I believe, however, that we could copy the layout for the cover, the list of officers, and the table of contents.

Also, I am proposing to have signatures of 16 or perhaps 32 pages (the latter the suggestion of Mr. Bachmann) with side stapling. This will not be quite as easy to hold open as the other form, but it will make for better binding when numbers are put together in a volume. I note that the Public Administration Review is folded in signatures of 16 and then probably pasted together, alsthough I have not been able to take a number apart to find out for sure. That probably would cost us too much.

What do you think of these suggestions, and have you alternative suggestions?

Mr. Trever makes a suggestion as to the service of the Editorial Board which I would like to have you all take to heart:

"In addition to giving advice and assistance upon request, the Board members could serve. I think, as the 'eyes and ears' of the editor, passing on to her suggestions, ideas, and criticisms that come to their attention or that occur to them because of

their familiarity with special fields. Board members should also consider themselves as ex-officio members of the Committee on Archival Research and cooperate with its chairman in encouraging the production of materials of all sorts for possible publication in the journal. They should also consider themselves as sort of general news agents obligated to keep the news and other section editors apprised of developments in their major fields of interest."

Sincerely.

Editor-Elect THE AMERICAN ARCHIVIST

men:lk

MRS. MENRY RIDGELY, PRESIDENT DOVER J. ERNEST SMITH, VICE-PRES. WILMINGTON JAMES E. GOSLEE, SECRETARY STOCKLEY FRANK S. HALL, D. D. S. DOVER

MISS LAURA S. RICHARDS GEORGETOWN MRS. EDWARD W. COOCH COOCH'S BRIDGE State of Belaware



Leen deVallager, Jr. State Archivist

The Public Archives Commission Bober, Belaware

April 29, 1946

Miss Margaret C. Norton, Editor-Elect The American Archivist 1105 South Second Street Springfield, Illinois.

Dear Miss Norton:

២០៤ ប៊ូរប៉ូន

Only this morning the photostat copies of the Public Administration Review arrived, so that it was not possible for me to reply to your letter of April 23rd before this time. Before seeing these photostat copies of the <u>Public Ad-</u> ministration Review, I was inclined to agree with your suggestions and those of Mr. Trever. Since seeing them, however, I am very strongly of the opinion that the Public Administration Review is no improvement in format over our present publication. To my way of thinking, we would certainly not be improving our Magazine in the least. The two column arrangement may be a little less expensive, but we would certainly be sacrificing so much more in readability and page appearance. If it is desirable to put more text on a page of The American Archivist. my suggestion would be to decrease the size of the side and bottom margins. Our present type style is clear and easily read, whereas the double columns of type tend toward eye fatigue and are usually only used in a schlarly publication when newspaper type is being reprinted in such a publication.

As to the suggestion to decrease the size of the text of our book reviews. I shall point out that it is now a size smaller than the text used in the articles, and that by decreasing it to possibly six point type, it would be entirely too small. I am also somewhat distressed at the thought of changing the page size of our Magazine in some future year. The inconvenience that will result to those who keep this Magazine in pamphlet boxes or as bound volumes, would probably be considerable, if, after ten years the size of the volume is increased. Furthermore, I do not think that we would gain anything by changing our present method of binding the individual copies of the Magazine. It is true that probably all of the libraries which receive our publication have the copies bound, but I question if the binding difficulties they have, would offset the inconvenience to all of the other readers, in the event that the Magazine is side stapled in signatures of sixteen or thirty-two pages. Publications bound in this manner are indeed an abomination to read or work with, as they are continually springing closed, and not only cause an annoyance to the reader, but are damaging to the publication itself, because of the stress and strain at the point of stapling.

I am afraid that I have not been very helpful to you in response to these proposed changes, but I honestly do not believe that they would make a better magazine. In these re-

Regarding Mr. Trever's suggestions as to the service

LEVYN STANDS the members of the Editorial Board, I wish to say that when I

MITHINGS

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accepted election to this Board, I understood then that my duties were such as Mr. Trever has outlined. No one told me, but that is what is expected on other editorial boards of which I am a member, and I concluded it was likewise the way with this publication.

With congratulations on the good work you are doing, and regretting that I could not send you a more helpful response than this, I am,

Sincerely yours

State Archivist

LdeV/cr

annian activist

August 5, 1946

Mr. Leon DeValinger. Jr. Hember of Editorial Board The American Archivist The Public Archives Commission Dover. Delaware

Dear Mr. DeValinger:

A question of editorial policy has arisen on which I wish your advice. An excellent article has been submitted from French Canada written in French. Professor Pease published one article a year or so ago in Spanish. I have heard reflection of mixed sentiments on this subject of whether we should publish contributions from our non-English speaking members in the original or in translated form. Some say that publication in the original language encourages contributions and stimulates interest; others say everything we publish is primarily for the benefit of members in the United States and that it should be in English. It seems to me that we should discuss this policy and come to some editorial decision.

The article in question will not be published before the January and possibly not before the April number, but I would appreciate an early expression of opinion and also a decision at the meeting of the Editorial Board; which I hope can take place just before or during the Cotober meeting of the Society.

Sincerely,

Editor

men:lk

MRS. HENRY RIDGELY, PRESIDENT DOVER
J. ERNEST SMITH, VICE-PRES.
WILMINGTON
JAMES E. GOSLEE, SECRETARY
ETOGKLEY
PRANK S. HALL, D. D., S.
DOVER
MISS LAURA S. RICHARDS
GEORGETOWN

MRS. EDWARD W. COOCH

State of Delaware

Leea deVallager, Jr. State Archivist

The Public Archives Commission

Bover, Belaware

September 6, 1946

Miss Margaret C. Norton Managing Editor Archives Department Illinois State Library Springfield, Illinois

Dear Miss Norton:

Please excuse my delay in replying to your letter regarding a question of editorial policy, but this delay was unavoidable as I have been without a secretary for some time. My only reaction to the publication of articles in The American Archivist by foreign contributors in their native language is that we probably gain by giving the publication a worldly or universal compexion. On the other hand, we lose more than we gain, I believe, because I do not believe that there are a sufficient number of members of our Society who would read these articles in the original foreign text. If such is the case, there would be for those members who did not read such an article a blank spot in each issue and they would as a result become disinterested and possibly soon disregard the whole issue.

If such contributions are being submitted or have been submitted by foreign contributors, my suggestion would be to publish translations of them rather than in the original text. It might be well, however, to state in the footnote at the end of the article that the original untranslated text is in the files of the editor and may be consulted if anyone desires to read the typescript of the article in the original form. Hoping this comment will be helpful to

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September 6, 1946

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State Archiving Miss Margaret C. Norton

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Mr. Leon de Valinger, Jr. Editorial Board American Archivist Public Archives Commission Dover, Delaware.

Dear Mr. de Valenger:

Thank you for your comments upon policy with respect to the publication of articles in foreign languages in the American Archivist. The editorial board is in agreement that we should print translations only. Grace Nute has promised to do the translation for the French Canadian article which relied the question. She suggests printing the original French in small type as a footnote, but I like your suggestion as to printing a note to the effect that the text is in the files of the editorial office.

I hope we can have a meeting of the editorial board and editorial staff at the Washington conformed, and I would appreciate it if you would come primed with topics we ought to discuss.

Every archivist seems to be short-handed. I have got down to the point where I am working one to three hours over time every day because I do not have enough staff to man the place. We held a civil service examination to fill vacancies last April, but did not get anyone we could use. This extra work is meaning that instead of being able to use my office stenographer on the A.A. I am having to do all the work at home which is not exactly getting me down, but rather hard to do after a full day's work. Reconversion cannot last forever, and I anticipate that in two or three years he shall be flooded with applications for jobs from G.I.'s who went back to school after the got out of the Army and will all be looking for jobs at once. As I told Miss Rogers, B prefer to stagger alone rather t an to try to "make do" with timber vailable at present.

Sincerely,

EDITOR

MRS. MENRY RIDGELY, PRESIDENT DOVER
J. ERNEST SMITH, VICE-PRES. WILMINGTON
JAMES E. GOSLEE, SECRETARY STOCKLEY
FRANK S. HALL, D. D. S. DOVER
MISS LAURA S. RICHARDS GEORGETOWN
MRS. EDWARD W. COOCH

COOCH'S BRIDGE

State of Belaware



Loon deVallager, Jr.
State Archives

The Public Archives Commission Bober, Belaware

September 16, 1946

Miss Margaret C. Norton Managing Editor Archives Department Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you very much for your recent letter telling me the outcome of the question raised regarding the publication of articles in foreign languages in The American Archivist. I believe this should provide a satisfactory solution of the problem.

I would be pleased to attend a meeting of the Editorial Board in Washington as you suggested. May I add, however, that my interest would be largely to hear points that you may care to bring up and also to learn of further developments under your editorship. At this time I do not think of any changes or suggestions I would care to propose as I believe you have accomplished this very well since you have assumed the editorship.

I am sorry to learn that you are also having difficulties but I must say that it is somewhat encouraging to learn that I am not the only one carrying an extra heavy load these days. All we can do is hope for the best. With kind personal regards and hoping to see you soon in Washington, I am,

Sincerely yours

State Archivist

November 1, 1946

Mr. Leon de Valinger Editorial Board Society of American Archivists Delaware Archives Department Dover, Delaware.

Dear Mr. De Valinger:

As you doubtless heard, the Society's Committee on Local Records submitted as its report, a Manual for Local Recording Officers. This report the Council has transmitted to the Editorial Board without comment and without a special appropration for publication as a separate manual. In order that you may have this before you for consideration, I am requesting the chairman, Mr. Harold Burt of Connecticut to forward copies for you use. What is your recommendation in the matter?

Personally, I feel that this manual is a good start, but that it will require considerable editing and probably some rewriting and additions before we would want to publish it as a manual. As you will see, this manual as it stands comrpises chiefly excerpts from other writings on the subject, plus certain additions by the committee and several as yet unpublished articles. Most states would. I believe, need su plemental material to adapt it to the specific requirements of their individual laws, and it is possible that some state or states might find it worth while to publish the manual, with suitable supplements, for their own use. It occurs to me that it might be profitable publish in the American Archivist a news item summarizing the points covered in the manual, the appended bibliography, and perhaps some of the as yet unpublished articles referred to, as, for instance, Chapter IV: Instructions for the Preparation of a General Index of Land Records. Indicentally, that chapter as it stands might prove confusing to Illinois recorders, because the recorders' law is quite specific as to how our land records are to be indexed. Individual variations on other yoints may seem irreconcilable with the publication of a manual for use all over the c untry, but I do not think it should beeimpossible.

What is the recommendation of the Editorial Board upon this matter?

It was nice to have seen you for a little. Be sure to send you paper to Mr. Bahmer for transmissal to me.

Sincerely.

MRS, EDWARD W, COOCH COOCH'S BRIDGE

State of Belaware



Loon deVallager, Jr. State Archivist

The Public Archibes Commission Bober, Belaware

December 3, 1946

Miss Margaret C. Norton Managing Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

As you suggested Mr. Harold Burt sent me a copy of Manual for Local Recording Officers. I read this publication with interest; and, although there is some good material in it, the bulk of it, as you pointed out, is taken from previous publications. I do not see how a publication of this sort can be handled in The American Archivist and I feel that we should not attempt to do so as some of the articles have previously been published by us.

It seems to me that you as the administrative head of the Editorial Board should turn this back to the Council of our Society stating that it does not fit in with our editorial policy and recommend that they find another means for its publication. Confidentially I feel as you do that this <u>Manual</u> is a step in the right direction but it is not enough of a finished product to

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be published under the imprint of our Society. With kind personal regards, I am,

Sincerely yours,

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COONE SMAC

Mr. Leon de Valinger, Jr. Public Archives Commission Dover, Delaware.

Dear Mr. de Valinger:

Mr. Bahmer writes me that he has not received your paper as yet and wonders if it was been put down on paper. I hope that you will send it in to me, because I have invited Mr. Corey of New York to write for us a companion piece on the New York plan for local care of records. Thus we would have together the two view points on care of local records—centralization vs. local care. Your legislation making the transfer of the older records compulsory and the point you made that a good reply to county objections is to remind them that the records made by direction of the legislative body may be disposed of by that body, are both matters which I think should be brought to the attention of our readers.

So far I have not heard from you about the Manual for County Officials. Most of the editorial board seem to agree with me that the manual is merely a start but that much more work should be done on it before we accept it for publication. I understand that President Buck is following my suggestion that it be turned over to a new local records committee to continue the work, the new members being able to bring, perhaps, fresh ideas to the work. I believe Miss Kelly of Alabama is to be the now chairman.

I am still having to scramble for "fillers". Please keep a look-out for things I could use. Have you done anything yet with your proposed remodelling of you exhibition safe? Remember that you have promised to write this up for us, with illustrations.

Sincerely,

MANAGING EDITOR

December 10, 1946

Mr. Leon de Valinger, Jr. The Public Archives Commission Dover, Delaware.

Dear Mr. de Valinger:

Thank you very much for your comments upon the Manual for Local Recording Officers. I have had replies now from all members of the editorial board except Miss Nute. Those who have replied agree with me that this manual is not suitable for publication by the Society in its present form. As soon as I can after I hear from Miss Nute I will draft a statement to that effect to submit to members of the Board for their approval.

I understand that President Buck is appointing a new Committee on Local Records, of which I believe, Miss Kelly of Alabama is to be the new chairman. This committee is to be instructed, if that is the recommendation of the Editorial Board, to continue work on such a manual and to submit a completely revised and rewritten manual to the Council.

Sincerely,

HANAGING EDITOR

COOCH'S BRIDGE

State of Belaware



Leen deVallager, Jr. Sinte Archivist

The Public Archives Commission Bover, Belavare

December 11, 1946

Miss Margaret C. Norton Managing Editor The American Archivist Archives Department Illinois State Library Springfield, Illinois

Dear Miss Norton:

Your recent letter apparently crossed mine in the mails in which I sent you my reactions to the proposal to publish in The American Archivist the Manual for Local Recording Officers.

As you may recall I did not at the Washington meeting read the topic assigned to me but rather spoke from notes. I will, however, as soon as possible write out what I said and send it to you. Will you please let me know how much time there is still available because under our pressure of business we have to let first things come first.

Please be assured that I keep you in mind regarding our remodelling of the exhibition safe. Our plans are moving right along in this respect but we find that current fabrication costs and material prices are too high for us to do anything at present. The plan has been approved by our Commissioners and we have acquired the battle flags of our State in recent wars to be used in flanking the entrance of this exhibit. With kind personal regards, I am,

Sincerely yours

LdeV: cas

Mr. Leon de Valinger, Jr. Public Archives Commission: Pover, Belavare.

Dear Mr. de Valinger:

For the last few weeks I have been busy getting out the January issue (now awaiting page proof) and besides have been coming have from the office too dead tired every night to do anything. I did not have to do. I am ashamed, however, to find a le ter from you dated December 11 which I have not yet answered.

you ask how soon I will have to have copy for your paper on county archives. I do not think I am going to publish that in the April issue which goes to prose February 1. Therefore, you can have a little more time. I would like it as soon as possible, however, and not later than the middle of April. 'ty advise, however, believens you are like the rest of us, is to get it out as soon as you can, before it goes stale on you. I already have Corey's explanation of my Wes York does it differently, and I think the two will make nice feature articles.

One other matter, or rather two, have come up, which I should like to have the Scitchial Poard consent upon. You will recall that the Council has instructed us to get out a ten-year index to The American Archivist (and to omit the usual run of volume index shich they didn't like). I had hope from semething he said at the meeting, that Karl Trever would do this, but he says it will be impossible. He suggests asking the University of Illinois Library School to assign it as a class exercise. I do not think much of the idea because of an infortunate experience we have had here in trying to get an index made for the Illinois Libraries by several people; one of when was not a librarian. If think we shall probably have to draft some one to do it. Po you have any suggestions as to how we could get it done?

The other matter was instructions to canvass the prospects of meeting some of our editorial and publication expenses through advertising in the columns of the American Archivist. It has been suggested that we appoint a committee to do this. It seems to be that before we do anything at all along this line, the Editorial Board should draw up a poli-

as to what kind of advertising we should solicit. I don't suppose we would be getting whiskey advertisements anyhow, but I think we should seriously think about some limitations and particularly about whether our accepting the advertisements would be considered as endorsing the product. For instance, I think possibly Dr. Broadman might want to advertise. Quite probably we would want to censor what he might be tempted to probably we would want to censor what he might be tempted to say about competing products. We might have an ad offered for one of the various cellophane tape mending materials which we as archivists advise against using. Must we not have a definite policy to save possible embarassment to us? Shall we approach one of the advertising agencies as was done several years ago, or shall we solicit direct. Whom would you suggest for members of a committee on advertising?

sincerely,

MANAGING EDITOR

MRS, HENRY RIDGELY, PRESIDENT DOVER

J. ERNEST SMITH, VICE-PRES. WILMINGTON

JAMES E. GOSLEE, SECRETARY BTOCKLEY

FRANK S. HALL, D. D. S. DOVER

MISS LAURA S. RICHARDS

GEORACTOWN

MRS, EDWARD W. COOCH

State of Belaware



Leon deVallager, Jr. State Archivist

TO

The Public Archives Commission
Bover, Belaware
January 17, 1947

Miss Margaret C. Norton Managing Editor The American Archivist Archives Department Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you very much for your recent letter telling me that I should get my article to you by February 1. Please be assured that I will attempt to meet this deadline.

In regard to the index for <u>The American Archivist</u>, I do not have any suggestions which will be very helpful to you. It seemed to me that the former method of indexing was satisfactory; and, if the Council did not approve of it, they should then provide the means of obtaining such an index as they desire. You are in a much better position than I am to know who would be available for preparing such an index; and, if their services are not available gratis, the Council should appropriate funds to employ someone for this specific piece of work which they have requested.

On the subject of advertising for defraying editorial and publication expenses of The American Archivist, I am in agreement, with certain provisions. I agree to such advertising provided the advertising is kept on a high plain among firms producing quality products that pertain to the archival profession and among firms that

are wealthy enough to subscribe to full-page advertisements. no circumstances should we agree to advertisements interleaved with the text of the publication. I believe that such advertisements should be confined to 1 or 2 pages in the front or the back of each issue or on the inside of the front or back covers. By restricting full page advertisements to such firms as Recordak, Eastman Kodak, Remington Rand, General Fireproofing, Art Medal, du Pont, Photostat and similar concerns. I believe we can help defray expenses considerably and at the same time present dignified advertisements. By eliminating half or quarter size pages we would omit such short advertisements as Broadman and others. Furthermore, I believe that the Editorial Board should be empowered to accept or reject any advertisements offered.

At first I believe we should have a committee on advertising appointed, probably as a sub-committee under the Editorial Board and see what results this committee would have in obtaining advertisements of the kind we desire. You may recall from the years of your presidency of the Society that Mr. Brayer of Colorado was anxious for some committee work and as he seems to be very aggressive I would recommend him for the chairmanship of this committee. If it is found that a committee can not successfully obtain the advertisements we are seeking. I believe we should then turn to one of the advertising agencies.

After thinking over what I have written to you above regarding advertisements only from Recordak, Eastman Kodak and the others, I am wondering if I may not be too conservative and if we should "overlook such good paying advertisements as Coca-Cola and some of the cigarette manufacturers.

Hoping that these thoughts will be helpful to you, I am,

Sincerely yours,

State Archivist

LdeV: csa

Mr. Leon de Valinger Stata Archivist The Public Archives Commission Pover, Pelaware.

Dear Mr. de Valinger:

The problems before the Editorial Found are slowly resolving themselves. Dr. Kosner has undertakn to assign several of his top students to making the ten year index and Earl Trever and several other members at Washington to supervise the project. So far they have not submitted a program to me but I look for further favorable word soon.

I like your suggestion for appointing a committee on advertising. Certainly none of us on the Editorial Board has ever had any experience along this line, and I hasitate to go fast for fear we would get just the firms we want to advertise, to turn us down. Herbert Brayer would be a good chairman, but I doubt if he is back from his year abroad. Ferhaps we can think of someone else.

In the meantime, if you have any ideas, please submit them,

Sincere y,

MANAGING MOITOR

Mr. Leon de Valinger, Jr. State Archivist The Public Archives Commission Dover, Delaware,

Pear Mr. de Valinger:

A bout with the flu a month ago which, in its after effects is still persisting, plus the effort to get out the April issue of the American Archivist have combined to put me far behind with my corres ondence. I am asnamed to note that I have left your letter of March oth unanswered this long time.

Thank you for the copy of your paper on county records. I do not know just when I shall use it, because the January and April issues have been so expensive that I shall have to be going slow for the rest of the year. I try to balance one article with another, so never try to give a definite procise as to when I can use a paper. But this will be printed sometime in the not too distant future.

william Overman has sent on some very practical suggestions about advertising which he got from an advertising man in his firm. I will send them on to you for comments as soon as I can find time to copy them for you. I am going to have to go Fast on business next week so it may be some little time before I get caught up with the Archivist correspondence. I believe we have something to go on at last, however.

Sincerely,

MANAGING EDITOR

Mr. Leon de Valinger Editorial Board The American Archivist Delaware Archives Commission Dover, Delaware.

Dear Mr. De Valinger:

Enclosed is a copy of a letter from the American Library Association addressed to me as archivist of the Illinois State Library. Decause the subject matter of this letter directly concerns the Editorial Board of the American Archivist. I am replying to Miss Dunlap that I am consulting that Board before committing myself. other than to say that there is unquestionably need for such a manual, in my personal opinion, though the question as to whether the right person(s) can be found to write it is something else again.

I would appreciate your comments upon the following and other points which may accur to you:

- 1. Is there need for such a manual?
- 2. If so, suggest matters suitable for inclusion.
- 3. Whom do you suggest as suitable persons to compile such a manual?
- 4. Discuss points for and against publication by the American Library Association.

Sincerely.

MANAGING EDITOR

MRS. MENRY RIDGELY, PRESIDENT
DOVER
J, ERNEST SMITH, VICE-PRES.
WILLIMINSTON
JAMES E, GOSLEE, SECRETARY
STOCKLEY
PRANK S, HALL, D, D, S,
DOVER
MISS LAURA S, RICHARDS
GEORGETOWN
MRS. EDWARD W, COOCH
COOCH'S BRIDGE

State of Belamare



Loon deVallager, Jr. State Archivist

The Public Archives Commission Bober, Belaware

May 27, 1947

Miss Margaret C. Norton Managing Editor The American Archivist Archives Department Illinois State Library Springfield, Illinois

Dear Miss Norton:

I was indeed interested to receive your letter of May 21 as I have long felt that there has been a great need for such a manual. As a matter of fact, I began the preparation of a volume to be entitled The Care and Repair of Manuscripts. This, you can readily understand, would not be as comprehensive as that being compiled by Drs. Buck and Posner but it would probably give much more detailed information regarding the care and preservation of documents and manuscripts than their volume was intended to do. With the advent of the War I had several chapters prepared but these have not been added to since that time because, like everyone else, I have been under great pressure and have not had the time to add any additional writing.

The above statement, however, does not answer the four specific questions you proposed. In considering them in their order, I wish to say first that there is certainly a need for such a manual. In the second place I could send you a list of all the subject matter that should be included in such a manual as Miss Dunlap

proposes but you know as well as I or better than I do what subjects should be included. As to the third question, I think that, as you have already done considerable writing on this subject and have no doubt planned such a manual, you would be an excellent person to compile such a volume. My reaction to the fourth question is that, if the American Library Association will serve merely as the publishing medium and not attempt to dictate the policy or the contents of such a manual, it would probably be desirable to have such a manual issued under their imprint. On the other hand it seems to me that it is superfluous for the A. L. A. to continue to have a Committee on Archives now that the S. A. A. is so well established and is in a much better position to handle all phases of archival activity than the A. L. A. Furthermore I do not believe that the A. L. A.'s Committee on Archives has a full understanding of the subject and is capable of formulating the contents for such a manual as they proposed. My last thought should be qualified with the additional thought that, if they expect their manual to serve as a standard reference volume for any considerable length of time, they would do well to produce a volume more authoritative than I think their Committee can prepare. Hoping these answers will be helpful to you, I am,

Very truly yours

State Inchivist

LdeV: csa

Mr. Leon de Valinger, Jr. The Public Archives Commission Fover, Delaware.

Dear Kr. De inger:

Thank you for your prompt reply to my letter in relation to the proposed A.L.A. manual on archives. What you said pretty much sums up the attitude which I think most archivists feel about such undertakings by librarians. I therefore took the liberty of quoting you on the subject. I suspect they won't try to go very far without help from some of us. though. so far as I know there is not one archivist on that A.L.A. Committee.

What librarians can do to archives is well summed up in the current State Library bill now breathing but faintly, we hope, before our General Assembly. Some theorist took the A.L.A. "model act", which ignores local governmental procedure, and stuck the words "Illinois" in at intervals. It ignores constitutional and traditional powers of the Secretary of State which make him the sole legal custodian of certain of the State's most valuable records. It amended the phrase in the present law which permits the State Librarian to refuse to accept records deemed unsuitable for transfer to the archives, so that under this act the archivist could not accept transfers without awaiting formal acceptance by the board which might not be meeting again for months. Personally, I take records when I can get them, and don't give the would-be donor a chance to change his mind. I could say a lot on the subject, if I could.

Bincerely.

MRS, HENRY RIDGELY, PRESIDENT J. ERNEST SMITH, VICE-PRES, JAMES E, GOSLEE, SECRETARY PRANK S. HALL, D. S. MRS LAURA S. RICHARDS MRS. EDWARD W. COOCH

> Loon de Vallager, Jr. STATE ARCHIVIST



STATE OF DELAWARE PUBLIC ARCHIVES COMMISSION DOVER

June 12, 1948

Miss Margaret C. Norton Managing Editor THE AMERICAN ARCHIVIST Archives Department Illinois State Library Springfield, Illinois

Dear Miss Norton:

Before replying to the question in your letter of June 3
I wish to compliment you on the contents and appearance of <u>The</u>

<u>American Archivist</u> and also to tell you that I think the advertisement in the back helped the edition. I do not see why we could not use a few additional ads of this type. You have done so much with the

<u>Magazine that I am certainly sorry to hear that you will not be able</u>
to continue with it. This, of course, is no surprise as you had
written me to that effect some while ago, but I had hoped that when the
time came you would find it possible to continue in the Editorship.

We have two good reliable printing houses in this State, either of whom could get out the Magazine but, before approaching them, the thought occurred to me that the new editor should have a good bit to say about the printer. The editor will have to work with the printing house and he or she would probably prefer one near to them.

If this suggestion is of no value and you would care to have either or both of the printing houses I have in mind give you a bid, I can send one to them if you will send me a sample copy which

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they can examine and then give you a page price quotation if that is the way you desire it. If you desire more than a page price quotation, will you please tell me what information you need and I should also have the figure for the size of each edition as that will be a considerable element in figuring the price.

Sincerely yours

State Archivist.

ADA TERESTA DE ANTONIO DE LA CONTRACTOR DE LA CONTRACTOR

Dr. Leon de Valinger, Jr. State Archivist Delaware Public Archives Commission Dover, Delaware.

Dear Mr. De Valinger:

Thank you for your prompt reply to my letter telling about the loss of our contract with Banta. You will be relieved, I am sure, to learn that, subject to their giving us a satisfactory contract, the Torch Press of Cedar Rapids, Iowa, will take over with us, beginning with the October issue. This is the company which publishes the Mississippi Valley Historical Review, and I know it not only does good work but is prepared to give necessary cooperation with the editor. There are plenty of printers who would undertake it, but we need one experienced in magazine work.

I quite agree with you that it would be desirable to make no change until the new editor takes over, but meantime. I have three more issues to get out (exclusive of the July number now in press) before I turn over the magazine, and Banta refuses to continue.

Yes, advertisements would add to The AMERICAN ARCHIVIST, not only from the point of view of information, but from the financial angle. The problem has been to get the ads. Dr. Overman has been working very hard on this, and I am hoping that once the ice is broken we shall have a number of advertising contracts, especially as we are keeping our prices low. If you know of anyone or any firm which might be interested, please contact Dr.Overman on the subject.

Sincerely.

Miss Grace Lee Nute Minnesota Historical Society St. Paul. Minnesota

Dear Miss Nute:

Since my appointment as Editor for The American Archivist I have been too busy scrambling for material for the July issue to give much thought to the format. However, I have had so many letters asking for a change in the physical appearance of The American Archivist, also a suggestion from Mr. Bachmann of the Banta press, that I think perhaps we should attempt to make some of these changes right away.

Mr. Trever suggests that Public Administration Review has a very attractive format. Presumably you have copies of this in your institution, but to make sure I am having some sample pages photostated which I am including in this letter. I very much like the type face and the two-column layout. However, I fear that this would not be practicable in a periodical of this size. Perhaps next year we could change the size of the paper to include such a format. I am thinking of continuing to run the articles across the page as at present but to putting the book reviews in two columns at a somewhat smaller size type face.

I believe, however, that we could copy the layout for the cover, the list of officers, and the table of contents.

Also, I am proposing to have signatures of 16 or perhaps 32 pages (the latter the suggestion of Mr. Bachmann) with side stapling. This will not be quite as easy to hold open as the other form, but it will make for better binding when numbers are put together in a volume. I note that the Public Administration Review is folded in signatures of 16 and then probably pasted together, although I have not been able to take a number apart to find out for sure. That probably would cost us too much.

What do you think of these suggestions, and have you alternative suggestions?

Mr. Trever makes a suggestion as to the service of the Editorial Board which I would like to have you all take to heart:

"In addition to giving advice and assistance upon request, the Board members could serve, I think, as the 'eyes and ears' of the editor, passing on to her suggestions, ideas, and criticisms that come to their attention or that occur to them checause of

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their familiarity with special fields. Board members should also consider themselves as ex-officio members of the Committee on Archival Research and cooperate with its chairman in encouraging the production of materials of all sorts for possible publication in the journal. They should also consider themselves as sort of general news agents obligated to keep the news and other section editors apprised of developments in their major fields of interest.

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

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MINNESOTA HISTORICAL SOCIETY

Saint Paul 1

KENNETH G. BRILL, PRESIDENT
THEODORE C. BLEGEN, VICE-PRESIDENT
BERGMANN RICHARDS, VICE-PRESIDENT

ARTHUR J. LARSEN
SECRETARY AND SUPERINTENDENT ON LEAVE
LEWIS BEESON
ACTING SECRETARY AND SUPERINTENDENT

GERTRUDE KRAUSHICK, LIBRARIAN
GRACE L. NUTE, CURATOR OF MANUSCRIPTS
W. M. BASCOCK, CURATOR OF MUSEUM
J. MODNEFIELD, CURATOR OF NEWSPAPERS

April 23, 1946

Miss Margaret C. Norton 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

My humble apologies for delaying so long in replying to your letter of February 19. I read it with the utmost interest and felt that you had taken hold of your new position in excellent spirit and with excellent ideas. You incuire about the contract with the Banta Company. I agree with you that it would be better to finish the contract and then possibly go to someone else. I know how you feel about having to deal with a company in another city. I have the same problem in editing the Alvord Memorial books.

I like your idea of a questions and answers column; also your proposals about the book reviews. These are items that I checked for special mention as I went through your letter.

Now I am sending you an article which may or may not work into the Archivist. It was written by a St. Paul woman, a high employee of the St. Paul Fire and Marine Insurance Company. She submitted it to me and I made a number of criticisms, some of which she has followed out. It strikes me that it is still in need of considerable reorganizing and editing, but I believe criticisms from you will come better than from me, so I am sending it on to you just as it is. You can judge whether there is enough material in it to be worth your while. I really believe that something can be worked up on the records of this company, for they are highly interesting.

Another St. Paul company whose records might offer something for you is Foley Brothers. They have just gotten out a book called the Foley Saga, which you can get if you are interested by writing to Mr. L. D. Sinclair,

Miss Margaret C. Norton April 23, 1946 Page two

New York Building, St. Paul 1. You will see from that the type of varied activity that has been theirs for nearly a century. I suppose the records will be correspondingly varied and complete. Perhaps someone in that organization could be induced to write an article.

More to your point, I think, would be a suggestion that I made to Mr. Pease about two years ago. If you have his correspondence on the Archivist, you will be able to dig it up. It has to do with the archives at Three Rivers in Canada. As I told him at that time, I went through the archives in 1934 and found them in terrible condition. I have referred to the notarial archives in particular, which go back to about 1634 and have data on all of North America. Perhaps my search had something to do with what happened. At any rate, some intelligent person got busy and did a gorgeous job of reorganizing those archives. As they are of such extreme importance to Illinois, Minnesota, Wisconsin, Michigan, and other parts of the Mississippi Valley, I should think an article on them would be really something. The question is, who could do the writing. I think of Wayne Stevens, but of course someone who did the reorganizing would be better still. Maybe Mr. Gustave Lanctot of the Public Archives of Canada at Ottawa could give you a suggestion. I believe lists or copies of documents or something of this sort have been placed in nis own files. \

I am enclosing Miss Wolfsberg's article and telling her that I have sent it on to you.

I was sorry to miss the meeting at Bloomington. I fully expected to go until the last minute. My colleague at Hamline tells me that my report did not reach Mrs. Paine in time for the business meeting. That seems odd to me, for I sent it by air mail on Wednesday.

Yours sincerely,

grace de nute

Grace Lee Nute

GLN/ar enc.

to district

1105 South Second Street Springfield, Illinois May 3, 1946

Miss Grace Lee Nute Curator of Manuscripts Minnesota Historical Society St. Paul 1. Minnesota

Dear Miss Nute:

Thank you for your letter transmitting Miss Wolfsberg's article. As you suggest, there will be some revisions which I will want; particularly to condense some of the first part and to describe more fully their disposal schedules. Inasmuch as I am trying to get copy for the July issue off to the printer this week, I have not had time to study this article in detail and will write to Miss Wolfsberg later.

Thank you for the suggestion about the Archives at Three Rivers in Canada. I will refer your suggestion to our Committee on Research to find someone to do an article on the subject. I do not find your correspondence with Doctor Pease about this, although he has supposedly turned over to me all correspondence that relates to proposed articles.

The Banta people have been very cooperative, and most of the members of the Editorial Board seem to feel that it would be desirable to continue with them. I find it quite unsatisfactory, however, to try to transact all our business by correspondence. A half an hour's personal interview with Mr. Bachmann would probably clear up all of the matters at hand. Right now I am all ready to send the material to him but am held up by not having yet received his instructions about the way he wants me to mark copy for type sizes and other matters of style. If I do not receive a letter from him by this week Saturday I shall do the best I can and send it on.

I am making some slight changes in the format in this issue because I feel that the members expect a more radical change in THE AMERICAN ARCHIVIST than I am able to give in this number.

On analyzing the comments which have come in I realize that the trouble with THE AMERICAN ARCHIVIST is that the previous editorial policy and the point of view of persons who have submitted articles in the past has been that the AMERICAN ARCHIVIST should be a scholarly journal of the type of the LIBRARY QUARTERLY. What a good many of our members want, however, is a lively professional journal more like the LIBRARY JOURNAL. We ther in the small compass of THE AMERICAN ARCHIVIST I can combine the two points of view or whether I shall simply be

G.Nute 5-3-46.

spoiling a good scholarly review is something which is giving me considerable concern. I have no other alternative, however, than to attempt to liven up the pages of the periodical with the short popular articles, provided I can get the same. I dofeel, however, that the scholarly articles have an important place in the history of archival administration and that they should not be completely neglected. What I would like would be to limit us to one scholarly article in each issue and fill the rest with practical articles on various topics. It seems likely, however, from articles still being submitted that the result will actually be the reverse of that.

Last month we held an examination for a position, which in reality is Assistant State Archivist. The examination was deliberately made rather stiff in anticipation that the person appointed would probably succeed me when I retire a few years hence. Seven applications were received. One person withdrew to take another position prior to the examination, another turned in his paper when he saw the nature of the questions. Not more than two of the six who took the examination received a passing grade. I was appalled to find that not one of the six was able to calendar a sample document. One listed the items for the calendar but did not calendar; one summarized the contents but left out all bibliographical information; the rest failed completely to show any understanding at all as to what a calendar is. Probably calendars are somewhat out of style in state archives because most of us do not have the time or the staff to do this detailed work; however, there is no substitute for the calendar for certain classes of early documents. The candidates also all failed to show the slightest comprehension of the essential difference between European and American archival theory and practice, another of the essay questions. In fact, all of the candidates showed that we do actually need to give more instruction in the mechanics of archival technique. I am hoping that we can, therefore, get some good articles along this line. Do I dare ask you, busy as you are, to do something along this line for us?

The news notes from Mr. Trever inform me that Mr. Beason is to succeed Doctor Fuller at Michigan. I do not think I am personally acquainted with Mr. Beason but have been impressed with him as being a capable person. Certainly he has participated actively in the work of the Society's Committee on Archival Research.

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

mcn:lk

Dr. Grace Lee Bute
Minnesota Historical Society
St. Paul, Minnesota
Dear Miss Nute:
Enclosed is a copy of a letter addressed by our

Enclosed is a copy of a letter addressed by our Committee on Archival Research to Mr. Gustave Lenctot concerning an article on the archives at Three Rivers. I hope he will produce such an article for us.

I am enjoying the work as Editor very much. Please remember that you as a member of the Editorial Board will be expected to continue to make criticisms and suggestions.

Sincerely,

Editor

mon:lk

(hours and believed August 3, 1946 Miss Grace Lee Nute Curator of Manuscripts Minnesota State Historical Library St. Paul, Minnesota Dear Miss Nute: Following your suggestion we have secured an article on the Archives of the Three Rivers written by Remond Douville, the President de la Societe trifluvienne d'Histoire Regionale, Trois-Rivieres, Quebec, Canada, covering the period from 1634-1700. This article is in French, and the question arises as to whether it should be printed in THE AMERICAN ARCHIVIST in the original tongue or whether it should be translated. What do you think about this, and if it should be translated, would it be possible for you to make the translation for us? This is 9 pages, double spaced, and the French appears to be quite simple. If you think we should translate it and would be able to make the translation for us, I will send you a copy in the near future. The October issue is to be ready to go to the press over the weekend. Sincerely. **Editor** man:lk

Charles and Carlinich

August 5, 1946

Miss Grace Les Nute Member of Editorial Board The American Archivist Minnesota State Historical Library St. Paul. Minnesota

Dear Miss Nute:

A question of editorial policy has arisen on which I wish your advice. An excellent article has been submitted from French Canada written in French. Professor Fease published one article a year or so ago in Spanish. I have heard reflection of mixed sentiments on this subject of whether we should publish contributions from our non-English speaking members in the original or in translated form. Some say that publication in the original language encourages contributions and stimulates interest; others say everything we publish is primarily for the benefit of members in the United States and that it should be in English. It seems to me that we should discuss this policy and come to some editorial decision.

The article in question will not be published before the January and possibly not before the April number, but I would apprecente an early expression of opinion and also a decision at the meeting of the Editorial Board, which I hope can take place just before or during the October meeting of the Society.

Sincerely,

Mditor

mon:lk

November 2, 1946

Dr. Grace Lee Nute Editorial Board The American Archivist Minnesota Historical Society St. Paul, Minnesota.

Dear Miss Nute:

2.7 3.63

We were all disappointed that you found it impossible to attend the annual meeting of the Soc.ety of American Archivists. Despite the hotel strike, the local committee managed to find a place for all of us and to make us comfortable. Of course most of those in attendance were from Washington and vacinity, but there here a goodly number of us from the Middle Yest too.

The object of this letter is to ask the advice of the Editorial Board upon the Manual for Local Recording Officers submitted by the Committee on Local Records as its 1946 report. This Manual was in turn transmitted by the Council to our Editorial Board - without recommendation one way or another, and without funds being appropriated for publication separately. In order that you may have a copy for consideration, I am asking Mr. Burt to send you one of the 50 or so copies he had mimeographed.

Personally, I feed that this Manual requires a great deal more work before being printed by the Society in its present form. This work comprises chiefly excerpts from printed articles, together with some unpublished material. Most states would probably find it desirable to add supplemental material to adapt it to the peculiarities of their local law. These legal variations are such that some might say it would be impracticable to issue a general manual on the care of local records. I would like to see some state use this as the basis for a manual adapted to their needs. It occurs to me that one way of handling this urgent need for such a manual would be to publish an extended review in The American Archivist, giving the bibliography cited; then to print some of the otherwise unpublished material in The American Archivist. I would appreciate having your comments and recommendations in this matter.

Sincerely,

EDITOR

January Su, 1947

Pr. Grace L. Nute Minnesota Pistorical Society St. Paul, Alamesota.

Deur Hiss Huter

About the first of Movember 1 sent you my only copy of Dr. Pouville's article on the "rois Envisces archivas which you had offered to tripolate for us. Since that time I have heard nothing from you, so an writing this to find out for sure that you did receive it. I cannot get this in the April number anyhow, so if it is just that you have not found time to do the work, do not be too concerned. I would like to publish this in the July issue which goes to press April first, if that would be convenient for you.

You may be interested to know that I pursued your suggesttion made in the review of the last report of the Canadian archives and invited Dr. Lauctot to write us an article on the Fominion archives, and he has consented to do so, though I have not yet received it.

There are two matters to some before the editorial board which are cousing me considerable concern. The Council has suggested that we solicit advertising for The American Archivist. I would like suggestions from the Editorial Board about advertising policies which I think we should lay down before doing anything else; and secondly, for suggestions as to how to get the advertising and whom to appoint to a possible committee on the subject. I do not feel that either the editor or the editorial board should be burdened with the job of soliciting advertising.

The second matter is that of a ten year index which the Council recommends that we publish. Personally I do not think we are going to find anyone who will volunteer to do this work for love alone and that we may have to pay someone to do it for us. I think of one member who has had experience in compiling periodical indexes, namely Bertha Josephson, but I do not believe she would volunteer to do it. Do you have any suggestions on these two points?

qincerely,

MINNESOTA HISTORICAL SOCIETY

Saint Paul 1

KENNETH G. BRILL, PRESIDENT
THEODORE C. BLEGEN, VICE-PRESIDENT
BERGMANN RICHARDS, VICE-PRESIDENT
JULIAN B. BAIRD, TREASURER
A. C. KREY, MEMBER EXECUTIVE COMMITTEE

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January 29, 1947

Miss Margaret C. Norton, Managing Editor The American Archivist Illinois State Library Archives Department Springfield, Illinois

Dear Miss Norton:

I should have written you long ago about Dr. Douville's article on the Archives at Three Rivers Canada. I have every intention of translating them for you, and, in fact, have begun the undertaking. I think I can get the data to you before you go to press on April 1st.

I am delighted to know that Dr. Lanctot has agreed to write an article for you.

I am really completely without experience when it comes to advertising matters and policies. I do not think that anything I could tell you would be of the slightest value to you. I wonder whether Everett Edwards of the Department of Agriculture in Washington might not be of some assistance to you. I fancy he is a member of the society. Wouldn't the editors of the Mississippi Valley Historical Review be able to give you some pointers?

I do think an index is highly desirable for the files of the <u>Archivist</u>. How did we manage to get the index to the Mississippi Valley Historical Review financed?

Would it be possible to get a grant from the Council of the society or something of that sort? Why not write to Dean Theodore Blegen of the University of Minnesota and find out what he suggests? These are the best offerings I can give you and I am afraid they are not worth very much.

Yours sincerely,

Chare de Mute

Grace L. Nute

GLN: mk

Pr. Grace Los Mute
Editorial Board
The American Archivist
Minnesota Historical Society
St. Paul 1, Minnesota.

Dear Miss Nute:

We have found a solution to one of our editorial problems. Fr. Fosner has agreed to putting two or three of his best students to the task of compiling the ten year index, and Mach Trever and several other members at Washington have agreed to a supervision of the project.

Apparantly all of us on the Editorial Board are babes in the woods when it comes to coliciting advertising. None of the other professional magazines seems to be helpful, because their advertising is chiefly of books, while we do not publish many sold books in the archives field. I am hoping we can find a committee to take over this work. Herbert Brayer's name has been suggested, but he is still out of the country I suppose. I am hoping to find a solution to this problem, because the increasing costs of publication are goint to make it necessary to supplement the Society's income.

I em glad to hear this you hope to have the Douville translation for me in time to run in the July number.

dincerely,

MANAGING EDITOR

Dr. Grace Lee Nute Editorial Board The American Archivist Minnesota Historical Society St. Paul. Minnesota.

Dear Miss Nute:

Enclosed is a copy of a letter from the American Library Association addressed to me as archivist of the Illinois State Library. Because the subject matter of this letter directly concerns the Editorial Board of the American Archivist. I am replying to Miss Dunlap that I am consulting the Editorial Board before committing myself. other than to say that there is unquestionably need for such a manual. in my personal opinion. though the question as to whether the right person(s) can be found to write it is something else again.

I would appreciate your commandsupponthe following and any other points that occur to you!

- 1. Is there need for such a manual?
- 2. If so, suggest matters suitable for inclusion.
- 3. Whom do you suggest as suitable persons to compile such a manual?
- Discuss points for and against publication of such a manual by the American Library Association.

Sincerely.

MANAGING EDITOR

MINNESOTA HISTORICAL SOCIETY

Saint Paul 1

KENNETH G. BRILL, PRESIDENT THEODORE C. BLEGEN, VICE-PRESIDENT BERGMANN RICHARDS, VICE-PRESIDENT JULIAN B. BAIRD, TREASURER A. C. KREY, MEMBER EXECUTIVE COMMITTEE

ARTHUR J. LARSEN SECRETARY AND SUPERINTENDENT RICHARD R. SACKETT, FIELD DIRECTOR GRACE L. NUTE, RESEARCH ASSOCIATE RUSSELL F. BARNES, LIBRARIAN G. HUBERT SMITH, CURATOR OF MUSEUM W. M. BABCOCK, CURATOR OF MEMSPAPERS

June 6, 1947

Miss Morgaret C. Forton, Managing Editor The American Archivist Archives Department Illinois State Library Springfield, Illinois

Dear Miss Norton:

In reply to your letter of May 20 asking my attitude in the matter of the publication of an archives manual by the American Library Association, I have no strong feeling either way. However, it seems to me that two manuals are always better than one.

That is the answer to your question number one. In reply to cuestion number two I would say that one would need to include:

- 1. Simple facts relating to the building that should house archives.
- 2. Simple statements of present archives legislation in the several states with suggestions for betterment and simple laws that might be passed by individual states not now having adequate archival law.
- 3. A statement about <u>Provenance</u>, making it quite plain that there is a great distinction to be made between the handling of archives and that of historical manuscripts. I regard this as the most fundamental thing that can be put in the manual, in view of the fact that librarians are issuing the manual. Few librarians can make the distinction and the results are bad.
- 4. Simple rules for cleaning, repairing, arranging, and classifying archives. At the moment I cannot think of other large headings in this category, but doubtless there are others. They will doubtless be suggested by other persons. I suppose something should be said about regulations for the use of archives.

I think Professor Charles Gates of the University of Washington would be an excellent person to compile such a manual if he can be induced to do so.

I see no reason why the American Library Association should not publish such a manual. I have already indicated above the danger that

Miss Margaret C. Norton June 9, 1947 Page two

I see in one direction.

I hope these rather aimless remarks will be of some assistance to you.

Yours sincerely,

Grace Lee Mute

Grace Lee Nute

GLN/ar

Miss Grace Lee Nute Minnesota Historical Society St. Paul 1. Minnesota.

Dear Miss Nute:

Thank you for your good letter on the subject of the proposed A.L.A. manual on archives. I sent sent the reactions of the Board of Editors of the American Archivist and of several other archivists to the committee for their consideration. Each and everyone commenting has emphasized the importance of having the distinction between archives and manuscripts made very plain, and have expressed the opinion that the manual should be written by an archivist rather than a librarian, though we are all agreed that publication by A.L.A. would be agreeable to archivists and that the A.L.A. Committee on Archives can look for sympathetic collaboration on the part of archivists.

I am still struggling with the problem of advertising for I feel that we are forced to come the American Archivist. to it. because, although our budget was increased to \$2000, we will not have enough left to publish the October issue and shall probably have to ask for an increased allowance from the Council. I solicited and got an ad from the Denver and Rio Grande railroad for the July issue and the local committee has taken a page ad also, which means \$50 into our treasury. Dr. Overman has received some good advice from an advertising friend. I have been seeking without success, so far. for someone to take over the advertising solicitation. Dr. Overman, in a recent letter, has hinted that perhaps his assistant, Mr. Young might be prevailed toon to do it. I myself have talked to the western manager of Art Metal and he said what I have corroborated from other sources, that this is not a good time to solicit ads, because most manufacturers have such a backlog of orders that they are restricting their advertising; also that most of them are redesigning items, not so much, he admits, from the angle of improving them from the consumers' standpoint as from that of reducing cost of manufacturing. So long as present demands hold up, they are not advertising their new lines, and see no point in advertising lines which will soon be obsolete.

It seems to me, however, that we could do something along a subject line for the present- one number stressing minorophish photography and inviting all manufacturers to advertise in that number; another time to invite companies that specialize on filing supplies and filing analyst services to take ads. That would carry us until we could be soliciting regular advertisers. I hope something can be worked on out those or other lines, and will keep you apprised of developments.

Sincerely,



GENERAL OFFICES AKRON 17, OHIO HARVEY S.FIRESTONE

AKRON 17. OHIO

February 25, 1946

Miss Margaret C. Norton, Editor The American Archivist 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

I am very happy that you found it possible to accept the editorship of The American Archivist. We all know that you are the best qualified person in the profession to undertake this job and realize that you are assuming added responsibilities to the already heavy load you are carrying. However, I think that you will have full cooperation of the membership and with the putting into operation of the several new ideas outlined in your letter, the publication should become increasingly better.

In reply to the specific questions in your letter, I agree that it would be better for us to finish the year with Banta and then to canvass the possibilities in Springfield for a change in printers.

I like your suggestion with respect to layout. That is, to continue to run the articles across the page in about the same type as at present, and to use two columns for other material.

With respect to separates, I would like to see it worked out financially so that authors could receive twenty-five or fifty copies free.

With respect to a technical editor, two names come to my mind immediately. I do not know how efficient they might be with respect to gathering information, but on the basis of their participation in past discussions, there is reason to give them consideration. They are, Harold Burt and Virginia Gambrell.

Comments on Proposed Editorial Policy

I think that the Journal has maintained a high standard and that Banta has done an excellent job in printing. Without sacrificing either of these two qualities it would be highly desirable to include any feature which would give the Journal wider appeal, and make it more useful to custodians of smaller archival collections. In this connection I would agree to the following innovations:

- (1) A Technical Section.
- (2) A Foreign Section.
- (3) Illustrations. They would liven up the Journal. The question is one of cost. We could start with one illustration in each issue.

(4) A Book Review Section. I like the idea of having fewer long reviews on publications which we all read, and the inclusion of reviews of older books or those new ones which relate to the field but do not necessarily bear directly upon it.

(5) A Commercial Section. I am not sure that this is what it should be called, but a section which would call attention to new equipment. Certainly this is one which would be helpful and much desired. We might sell advertisements sometimes, The American Historical Review does it.

(6) The News Motices. This section has been well handled

and should be continued as at present.

(7) A "Positions" Column. I think the way this is handled in the A.L.A. Bulletin would be desirable and should not at all detract from the "dignity" of The American Archivist.

(8) The President's Page. I like this suggestion and think that it would supply a personal touch which would overcome to a great extent the criticism that the Journal is teo dull.

Sincerely yours.

" De verme

W. D. Overman Library & Archives

MD0: a

1105 South Second Street Springfield, Illinois March 4, 1946

Dr. W. D. Overman Library & Archives The Firestone Tire & Rubber Company 1200 Firestone Parkway Akron 17, Ohio

Dear Doctor Overman:

Thank you for your prompt reply to my letter asking for suggestions for the proposed editorial policy. I am taking your suggestions under consideration.

Please feel free to make suggestions often.

Sincerely.

Editor-Elect THE AMERICAN ARCHIVIST

mon:lk

1105 South Second Street Springfield, Illinois April 23, 1946

Mr. William D. Overman Library & Archives The Firestone Tire & Rubber Company 1200 Firestone Parkway Akron 17. Ohio

Dear Mr. Cverman:

Since my appointment as Editor for The American Archivist I have been too busy scrambling for material for the July issue to give much thought to the format. However, I have had so many letters asking for a change in the physical appearance of The American Archivist, also a suggestion from Mr. Bachmann of the Banta press, that I think perhaps we should attempt to make some of these clanges right away.

Mr. Trever suggests that Public Administration Review has a very attractive format. Presumably you have copies of this in your institution, but to make sure I am having some sample pages photostated which I am including in this letter. I very much like the type face and the two-column layout. However, I fear that this would not be practicable in a periodical of this size. Perhaps next year we could change the size of the paper to include such a format. I am thinking of continuing to run the articles across the page as at present but to putting the book reviews in two columns at a somewhat smaller size type face.

I believe, however, that we could copy the layout for the cover, the list of officers, and the table of contents.

Also, I am proposing to have signatures of 16 or perhaps 32 pages (the latter the suggestion of Nr. Bachmann) with side stapling. This will not be quite as easy to hold open as the other form, but it will make for better binding when numbers are put together in a volume. I note that the Public Administration Review is folded in signatures of 16 and then probably pested together, although I have not been able to take a number apart to find out for sure. That probably would cost us too much.

What do you think of these suggestions, and have you alternative suggestions?

Mr. Trever makes a suggestion as to the service of the Editorial Board which I would like to have you all take to heart:

"In addition to giving advice and assistance upon request, the Board members could serve, I think, as the 'eyes and ears' of the editor, passing on to her suggestions, ideas, and criticisms that come to their attention or that occur to them because of

their familiarity with special fields. Board members should also consider themselves as ex-officio members of the Committee on Archival Research and cooperate with its chairman in encouraging the production of materials of all sorts for possible publication in the journal. They should also consider themselves as sort of general news agents obligated to keep the news and other section editors apprised of developments in their major fields of interest.

Sincerely.

Editor-Fledt THE AMERICAN ARCHIVIST

men:lk



GENERAL OFFICES AKRON 17, OHIO HARVEY S.FIRESTONE

AKRON 17.OHIO

April 30, 1946

Miss Margaret C. Norton, Editor The American Archivist 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

Regarding the format of The American Archivist, the suggestion that articles be run across the page as at present, and that book reviews be set up in two columns, appeals to me as being practical. I also like the title page and format of the Public Administration Review and think we could adopt certain features of it, as you suggest. Mr. Bachmann's suggestion that the journal be side-stapled does have the advantage of making for better binding when the numbers are put together in a volume at the end of the year, but it will no doubt be objectionable to some because the journal will not lie open on the table as it does at present. As a librarian, I should prefer the side stapling for better binding and if there is no other solution to the problem, I will go along on this. I would favor sewing if we had enough signatures to warrant it, and if it were not too costly a method.

You may be familiar with the <u>Survey of Current Literature</u> which Garrison edits and which, I believe, is printed by Banta. I have Volume I in my hand and it seems to be sewed and glued satisfactorily without the use of staples, but it may be that this is only possible with a book of this size. It contains six signatures, apparently of thirty-two pages each.

Trever's suggestion as to the service of the Editorial Board is well put and I will keep all these things in mind and try to be as helpful as possible.

Sincerely yours,

Wm. D. Overman Library & Archives

WDO: 3

· Ourison Charlingt

1105 South Second Street Springfield, Illinois May 14, 1946

Mr. William D. Overman Library & Archives The Firestone Tire & Rubber Company Akron 17, Ohio

Dear Mr. Overman:

Thank you very much for your comments in answer to my questions on The American Archivist. Copy for the July issue has already gone to the printer, but Mr. Bachmann of the Banta Publishing Company and I are working on some improvements of format before he begins the printing work. We have decided to make up a cover imitating the Public Administration Review, which, by the way, the same firm publishes. He says there will be no objection to our adopting this format because the Public Administration Review is changing their own cover.

Mr. Bachmann thinks that the two-column arrangement for news notes and book reviews would be too expensive for us, so we will continue at least for the present with a single column arrangement. However, we are planning to change type from Caslon Olde Face No. 1 to Caslon No.?. This is a rounder type and gives a rather more positive looking page. I believe a good deal of our difficulty is with the type. Many of our readers have complained that the lines are too long. Mr. Bachmann says that is not true from a scientific angle. I believe the trouble, therefore, is in the use of a type which has too thin a face; that is, the letters are too narrow and up and down.

One other member of the Board of Editors raised the same point that you have about side stapling. Mr. Bachmann says we cannot afford sewing, but he does not think the side stapling would be objectionable. He says it will be counterbalanced by the fact that the printing on the spine of the number will be more legible. However, we will not have to decide this point definitely until we get ready for page proof.

Please feel free to write suggestions and criticisms at any and all times. They will be more than welcome.

Sincerely.

Editor THE AMERICAN ARCHIVIST Miss Margaret C. Norten, Editor
The American Archivit

Minoro State Library

Spring field, Illinois.

,

WILLIAM D. OVERMAN 302 EAST CATAWBA AVENUE AKRON 1, OHIO

Dear Mais Norton:

Congratulations on the first raine!

It is excellent in every detail and I

am sure you will receive the blandits

of the whole membership. Increasely,

William D. OVERMAN 302 EAST CATAWBA AVENUE AKRON 1, OHIO

AKRON 1, OHIO

2/6/44

Congratulations on the first raine!

Am sure you will receive the blandits

of the whole membership. Increasely,

William D. OVERMAN 302 EAST CATAWBA AVENUE AKRON 1, OHIO

2/6/44

Congratulations on the first raine!

Am sure you will receive the blandits

of the whole membership. Increasely,

William D. OVERMAN 1, OHIO

2/6/44

ancien Wehmen July 11. 1946 Dr. William D. Overman 302 East Catawba Avenue Akron 1. Ohio Dear Dr. Overman: Many thanks for your note of congratulations. Yours was the first which I received. By first number was deliberately kept small, partly because the printer and I have been experimenting on form. and I am wanting to keep costs down as much as possible. I have been deeply touched by the spirit of cooperation I have found among our members and have not only copy on hand for a big October issue, but also two good articles left over for the December issue. Vernon Tate and William Barrow have been added to the technical committee, so I hope that in the not too far distant future we shall be able to get the kind of contributions our members are asking to have. I hope to have a meeting of the editorial committee just prior to or during the October meeting of the Society. I hope you will come primed with all sorts of criticisms and suggestions. Sincerely, Editor mcn:lk

The continues and August 5, 1946 Mr. William D. Overman Member of Editorial Board The American Archivist Firestone Tire & Rubber Company 302 Mast Catawba Avenue Akron 1. Ohio Dear Mr. Overman: A question of editorial policy has arisen on which I wish your advice. An excellent article has been submitted from French Canada written in French. Professor Pease published one article a year or so ago in Spanish. I have heard reflection of mixed sentiments on this subject of whether we should publish contributions from our non-English speaking members in the original or in translated form. Some say that publication in the original language encourages contributions and stimulates interest; others say everything we publish is primarily for the benefit of members in the United States and that it should be in English. It seems to me that we should discuss this policy and come to some editorial decision. The article in question will not be published before the January and possibly not before the April number, but I would appreciate an early expression of opinion and also a decision at the meeting of the Editorial Board, which I hope can take place just before or during the October meeting of the Society. Sincerely. Editor mcn:lk

22 August 1946

Miss Margaret C. Norton, Editor The American Archivist Archives Department Illinois State Library Springfield, Illinois

Dear Miss Norton:

Your letter of August 5th awaited me upon my return from a short vacation. I agree with you that this is a problem, and I hesitate to express an opinion without qualification.

I like to maintain high scholarship but agree with those who say that by far the largest number of readers of THE AMERICAN ARCHIVIST are English-speaking and many of these are looking for practical suggestions.

A policy of publishing articles in English only to obviously would penalize some potential foreign contributors, although others, such as the French-Canadian, are bi-lingual and could write in English or have it translated easily.

I do not wish to go on record as rejecting foreign contributions at this time but favor a policy of printing articles by foreign contributors in translation.

Sincerely,

William D. Overman

September 15, 1946

Mr. William D. Overman 302 E. Catawba Avenue Akron 1, Ohio.

Dear Mr . Overman:

All the editorial board members feel we should publish in English only. Karl Trever took a poll at the National Archives and got some very interesting reactions, most to the effect that we should not publish articles in foreign languages. Several said it would be all right except to avoid Chinese and Russian. I believe that as a policy we will publish translations of foreign articles though in exceptional instances we might decide to print something in a foreign language. If a very emiment Frenchman - say a high official - were to send greetings in French, I suppose we would not translate, but ordinarily we would keep to English. By the way, Grace Nute has promised to translate the particular article in question, to which the author agrees.

I hope to have a meeting of the editorial board and editorial staff during the Tashington conference and hope you will come primed with topics for discussion.

Sincerely,

EDITOR

November 5, 1946

Dr. William D. Overman Editorial Board The American Archivist 302 East Catawba Akron 1, Ohio.

Dear Mr. Overman:

All year long we look forward to a good visit with our friends at the annual meeting of the Society, then find when we get home that we have hardly had a chance to say more than "Hello" and "Goodby." I feel particularly that way about the attendance of you and your wife at the last meeting.

The object of this letter is to get the advice of the aditorial Board upon what to do with the Manual for Local Recording Officers submitted by the Committee on Local Records as its 1946 report. This report was in turn submitted to the Editorial Board without recommendation one way or the other, and without any appropriation for publication as a separate manual. In order that you may have this brought before you for consideration, I am requesting the chairman, Mr. Burt, to send you one of the 50 or so copies mimeographed by him.

Personally, I feel that althought the committee has made a good start, this manual needs considerable more work before we should print it separately. It should be submitted to a number of archivists for their suggestions as to what should be added or taken away. In its present form the manual comprises chiefly excerpts from already printed articles, together with some as yet unpublished material compiled by the committee. I would like to see some state undertake the work of building a manual for its own use based upon this preliminary work. I question whether this or any other manual could be used anywhere without supplementary material adapting it to its own peculiar laws. One way of handling this might be to publish an extended review of this manual, citing all bibliography, and to print some of the unpublished material in the American Archivist.

What suggestions can you make for handling this matter?

Sincerely,

EDITOR



THE OHIO WAR HISTORY COMMISSION

FRANK J. LAUSCHE, GOVERNOR

26 November 1946

CARL F. WITTKE, OBERLIN PULICULU

JAMES H. RODABAUGH. DIRECTOR

FRANCIS P. WEISENBURGER, COLUMBUS

MARY JANE MEYER ASSISTANT

HEADQUARTERS OHIO STATE MUSEUM COLUMBUS 10, OHIO

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WILLIAM E. SMITH. OXPORG

ALLAN TARBHIBH. COLUMBUS

ALBERT T. VOLWILER.

Maragret C. Norton, Editor

The American Archivist Illinois State Library Springfield. Illinois

Dear Miss Norton:

I have read the "Manual for Local Recording Officers" and feel that it will serve a most useful purpose when some of the bugs have been ironedout of it. It appears to be fundamentally sound and I would like to see it published separately sometime in the future.

ARTHUR C. JOHNSON, SR., Your suggestion that parts of it might be suitable for publication in THE AMERICAN ARCHIVIST is good. and I would go along with you on whatever parts you determine are worth publishing prior to the issuing of thw whole as a manual.

MRS. H. B. LONGSWORTH. It seems to me that the present "table of contents" is really an index alphabetic ally arranged and should appear in the back of the volume as an index. It would be better if it was more adequate too. As a Table of Contents, it appears to me, a list of chapter headings would be more accurate, more helpful and less confusing to the reader. The information contained in the back under "sources" is interesting but appears too late in the volume to help the casual and perhaps uncritical reader. This data might well be made a part of the "Table of Contents" or put as a note at the bottom of the first page of the chapter concerned. The whole thing needs editing, the organization and presentation of the material in Chapters one and nine particularly.

> The above are elementary observations which, of course, will be apparent to you at once. I have no quarrel with the ideas presented and it is for this reason that I believe that it will serve a useful purpose after a bit of editing.

Wm. D. Overman · Caralina Ave

Chin



December 10, 1946

Mr. William D. Overman 302 E. Catawba Ave. Akron 1, Ohio.

Dear Mr. Overman:

Thank you for your reply to my letter submitting the "Manual for Local Recording Officers" to the Editorial Board. So far I have not hard from Miss Nute, but the other two members of the Board agree with you that the Manual is not yet ready to be accepted for publication by the Society of American Archivists. As soon as I have heard from all members I will draft a statement to be submitted to you for approval.

You will be interested to learn that, following my informal recommendation, President Buck is appointing a new Committee on Local Records, of which, I believe, Miss Kelly of Alabama is to be invited to serve as chairman. When the Editorial Board reports, it is probable that the President will request the Committee to give further study to the revision of the proposed manual.

Sincerely,

MANAGING EDITOR

Mr. Villiam D. Overman Editorial Board The American Archivist 30% E. Catawba Ave. Akron 1, Ohio.

Dear Mr. (Werman:

There are three problems to put before the Editorial Board:

- 1. The Council has suggested that we finance The American Archivist in part by publishing advertisements. I think it a good idea, and I think probably some firms which manufacture equipment might be interested. I must confess, however, that I have no idea how to approach the problem. I think we ought to have a special committee to undertake that work. Do you have any suggestions as to how to go about it to get advertisements or who might be useful as members of a committee on advertisements.
- E. The Council also sishes us to prepare a ten year index to the American Archivist. Karl Trever suggested that we try to g et some library school which has a course on indexing to undertake the job as a classroom project. I do not think highly of the idea because I do not think anyone who was not an archivist could do a satisfactory job. Furthermore, a cooperative index would have a good many inconsistencies.
- I asked Bertha Josephson what her experience was in compiling the last consolidated index for the Wississippi Valley Historical Review. She replied that she worked on it off and on for seventeen months. She thinks it would cost about #500 to employ some one to do the job. (The Council would have to make a special appropriation and I doubt if it has the money or would do it.) she thinks the woman who helped her might be available. begins to look as if ye editor might have to do it. Rertha says for me not to try it on to; of my other work, and I think she is right. The editorial job takes three or four nights a week on an average, besides ho idays and week-ends at press time. The Council is willing for me to hire some of the work done, but I prefer to spend the money on the extra printing costs. In fact, much of the work is correspondence, and I can type letters about as fast as I can dictate them. Right now I do see some light ahead as I have the April number off to press and am already working on the July number. I have quite a bit of material on hand, but am still having to scramble for the kind of material which appeals chiefly to the smaller agencies. Do you have any ideas on this problem?
 - 3. i want to revise the exchange list. I have established a

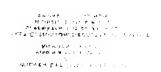
policy of refusing exchanges to historical and archival agencies which are eligible to membership in our Society. I feel that all of us have publications and if we were all allowed to exchange we would have no funds for our own work. This has offended several institutions, namely Oklahoma and Texas, but I feel I am right. The publications are of no value to the editor, since Karl Trever is able to get all essential information from the Washington angle.

The Library Journal, the Bulletin of the N.Y. Public Library both of which I get, are valuable. The British library periodical (Library Review?) I have not found useful as yet, but potentially it would be. I hope we can get the new Indian Quarterly. I understand the British Records Association will not exchange.

What are your thoughts and suggestions on exchanges, and can you suggest some I should go after?

gincerely.

MANAGING EDITOR





Processing Controls

Only 1 and 1 an



GENERAL OFFICES AKRON 17, OHIO HARVEY S. FIRESTONE FOUNDER

AKRON 17, OHIO February 13, 1944.

Miss Margaret C. Norten, Managing Editor, The American Archivist, Illinois State Library, Springfield, Illinois.

Dear Miss Norten:

I have your letter of February 10 regarding the problems which you put before the Editorial Board:

- 1 I think it is a good idea to accept advertisements for The American Archivist and believe that a special committee would be necessary to undertake the work of soliciting and accepting advertising. No problem would be involved in the acceptance of advertisements from book publishers, the problem would arise in the acceptance of advertisements from equipment manufacturers. Could this be made a part of the function of the Technical Committee? The only other suggestion I might have with regard to committee personnel would be Harold Burt of the Connecticut State Library who, as you know, has had a lot of experience in the specification of materials used by public records officers.
- 2 With respect to the preparation of a ten year index I believe it is too much of an undertaking for you with your many duties and I would like to see the Council approve the employment of a specialist for the job. The Council could finance this by setting up a revolving fund, its cost being repaid through the sale of the index for \$5.00. I believe that is the way the Mississippi Valley Historical Association paid for the job Miss Josephson did.
- 3 I am in accord with your policy of refusing exchanges to historical and archival agencies which are eligible to membership in the society. I have no further suggestions on exchanges but will keep it in mind and if I run into a publication which I think you may not know about, I will send you a note on it.

Sincerely,

W. D. Overman,

Library and Archives.

WDO/1

March 5, 1947

Dr. William P. Overman Library and Archives The Firestone Tire and Subber Company Akron 17, Ohio:

Dear Dr. Overman: .

We have found a solution for one of our editorial problems: Dr. Poster has assigned several of his top students to the task of compiling the ten year index and Earl Trever and some of the others of the National Archives have undertaken to supervise the project.

The problem of finding someone to undertake the task of soliciting advertising is still worrying me. Someone has suggested Herbert Brayer, but I think he is still abroad.

Po you suppose your own advertising department would give us some tips on methods of a proach, especially since we would probably not be pestering them for ads? I fee that all of us are too inexperienced to undertake this task without same guidence. Perhaps a solution will come as it has for other wornies we have had.

cincerely,

MANAGING SELTOR

Mint of Governing Object Certain Annie Akron I (Dhi

March 10, 1947

Dear Miss Norton:

I have talked to one of the men in the adv. dept. here and he made some suggestions which may be of help in getting started. If you want us to do anything further we will be glad to do it when you can supply some data needed to formulate a program.

This man says that the first thing to do is to decide what space is available for advertising. (He points out that the back cover is the best space from the advertisers point of view and this would bring the highest rate; the next best space is the inside of the front cover and the inside of the back cover; the first few pages preceding the text and the few pages following the last article are usually sold in journals of this kind, but he says, that from the advertiser's point of view, ads. through the magazine mixed in with the reading matter bring the highest rates. Of course, this could not be done and is not done, I presume in any scholarly journal).

Second step is to determine the rate. The rate will be based on two factors: how many copies are printed (detail of circulation) and who reads the journal. He would want to know not only how many copies are circulated but how many go to libraries, how many go to institutions where it may be available to the public, and what kinds of persons see it. Then he would want an estimate of how many people are likely to see each issue. If we can obtain this data then my friend here would consult a standard rate and data book and suggest possible rates for us.

Third step is for the printer to make a dummy issue showing the space available and you could then send out copies of this along with the rate to say 200 prospective advertisers with a covering letter saying that THE AMERICAN ARCHIVIST is considering selling advertising space and see what you get from a cold canvass, as he calls it. You, or whoever undertakes this job, would indicate that the first advertising would appear in the Jan. 1948 issue, that is make it far enough in advance to allow for obtaining copy, paper for printing, and all the other publishing detail.

An alternative method is for you to have an advertising agent handle it for us, an agent who may have adoz. other such clients.

When I answered your previous letter, I was under the impression that we might be more or less responsible for the quality of equipment manufactured, if we accepted the advertising of "X" equipment manufacturer. My friend here says that we would not be responsible at all, unless we chose to be and if we put our seal of approval on it. If we do that, he says, then we can really charge a high rate for advertising because we would not only be publishing the adv. but would be endorsing the product. The latter, I presume, we would never be in a position to undertake.

I hope these rambling notes will be of some assistance to you and if you wish me to proceed any further please let me know.

Sincerely yours,

Mil Overmen

MEMORANDUM FROM DR. OVERMAN ON ADVERTISING FOR THE AMERICAN ARCHIVIST

March 10, 1947

I have talked with one of the men in the adv. department here and he has made some suggestions which may be of help in getting started. If you want us to do anything further we will be glad to do it when you can supply some data needed to formulate a program.

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Third step is for the printer to make a dummy issue showing the space available and you could then send out copies of this, along with the rate, to say 200 prospective advertisers with a covering letter, saying that THE AMERICAN ARCHIVIST is considering selling advertising space and see what you get from a gold canvass, as he calls it. You, or whoever undertakes this job, would indicate that the first advertising would appear in the Jan. 1948 issue, that is, make it far enough in advance to allow for obtaining copy, paper for printing, and all the other publishing detail.

An alternative method is for you to have an advertising agent handle it for us, an agent who may have ¿doz. other such clients.

When I answered your previous letter, I was under the impression that we might be more or less responsible for the quality of equipment manufactured, if we accepted the advertising of "X" equipment manufacturer. My friend here says that we would not be responsible at all, unless we chose to be and if we put our seal of approval on it. If we do that, he says, then we can really charge a high rate for advertising because we would not only be publishing the adv. but would be endorsing the product. The latter, I presume, we would never be in a position to undertake.

March 24, 1947

pr. William p. Overman 200 W. Catawba Akron I. Ohio.

Dear Dr. Overman:

Just a note to say thank you, for the very practical suggestions you sent concerning advertising in The American Archivist. Shortly I will circulate these among other members of the Editorial Board, and I hope so can get started doing something. I still wish so could find some member of the Society to take the burden off our shoulders.

The past month I have been having a bout with the flu. I was only in bed a few days, but like everyone else who has had it here, I cannot shake off the cold or get my strength back. I managed to get the April issue proof redd and out of my system, but I am still not able to do much work in the evening, so that my correspondence is way behind. Next week I have to go East on business, but after that I hope to be back on a even keel once more. I give this information as an explanation and an apology for not having answered your good letter before.

Bincerely,

MANAGING EDITOR

Wm. D. Overman 302 E. Catawba Ave. Akron 1, Ohio

April 16, 1947

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton: Re: Advertising in the Journal.

I have your letter of April 11th and am glad that you had an opportunity to talk to the people in Washington.

- 1. Phil Brocks's opinion that the journal does not reach enough people to warrant an advertising program is one that I am more inclined to agree with, after some investigateion, than I was at first. With a printing of 600(4 times a year) we might be limited to the "good-will" advertising to a great extent.
- 2. Trever, you report, says he thinks that before we go too far with adv. agencies, we should think through our program. I doubt whether it is necessary to consider the advertising agency aspect at all, because our distribution is too small to interest an agent in a contract with us. This was the advice I got here and reported in my letter of April 3rd.
- 3. With respect to setting up a committee on advertising, I have no recommendation. However, I do not want to be chairman of it. Trever says Martin Claussen has some ideas on advertising, perhaps he would make a good chairman. Skordas would probably make a good member of such a committee if it were set up.

Sincerely,

WR Overmen

Dr. William D. Overman Editorial Board The American Archivist 302 E. Catawba Ave. Akron 1. Chio.

Dear Dr. Overman:

It beging to look like "The little red hen" will have to do it, but this little red hen cannot take on one extra ounce of work in connection with the American Archivist - in fact, she is wondering how she is going to finish her term as editor. The Council has airily given the Editorial Board the job of selling advertising but not one of us has had an idta of experience along that line and so far I haven't found one member of the Society who will undertake the job. Personally. I doubt if we can get enough advertising to pay for the trouble it will cause, but on the other hand, the January and April issues alone are costing more than all of 1946 so we shall have to do something. Dr. Buck intimated when I saw him a couple of weeks ago, that perhaps the Council would allow us more money, but I doubt if they have it. I do appreciate the trouble you have taken to investigate the possibilities for us and I haven't given up hope yet that we shall find someone to carry on from there. I did solicit and get one full page ad from the Rio Grande Railroad for the July number, so we might be able to do more than we think.

Day before yesterday a bill was introduced to take the BENETHEXX State Library away from the Secretary of State (there for over 100 years) and to put it under the Governor. It is of course too early to know what will come of the move or how it will affect the archives.

Sincerely,

Dr. William D. Overman Firestone Library and Archives Akron, Ohio (17)

Dear Dr. Overman:

Enclosed is a copy of a letter from the American Library Association addressed to me as archivist of the Illinois State Library. Because the subject matter of this letter directly concerns the Society of American Archivists. I am replying to Miss Dunlap that I am consulting the Editorial Board of the American Archivist before committing myself beyond saying that I think such a manual is needed. though the problem has always been to find an author rather than a publisher.

I would appreciate your comments upon the following and other points which may occur to you:

- 1. Is there need for such a manual?
- 2. If so, suggest matters suitable for inclusion.
- 3. Whom do you suggest as suitable persons to compile such a manual?
- 4. Discuss points for and against publication by the American Library Association.

Sincerely.

MANAGING EDITOR

While Mr. Kuhlman was chairman of the A.L.A. Committee on Archives and Libraries, he received a suggestion for a manual on the administration of archives from Julia M. Schmitz, assistant librarian of the Whitman College Library, Walla Walla, Washington. Her letter was referred to us and was placed on our list of publishing suggestions.

Some time later, the Publications Committee of A.C.R.L. considered this along with several other proposals. Ralph Shaw, then a member of the Committee, found that Dr. Solon Buck and Dr. Ernst Posner were preparing a manual for American archivists. Reactions were obtained to the outline they provided and while there was some feeling that their book would probably be much too comprehensive and detailed for a college library like Miss Schmitz', it was decided that we had best wait and see what they produced. We now have word from Dr. Buck that work on the manuscript has been at a standstill for some time, and that there isn't much possibility of its being completed any time soon. After receiving this word, we took the matter up with Robert W. Hill, present chairman of the Committee on Archives and Libraries, to get his Committee's opinion concerning the project.

Mr. Hill and several members of his Committee feel that a good manual on the handling of archives might be a real help to beginners, although we were cautioned to keep clearly in mind the differences between an historical manuscripts collection and an archive of a college or university. It was also emphasized that the manual should be directed toward the small collection and be so writted as to guide the inexperienced or untrained archivist in the proper organization and presentation of archival material.

With this background, would you be willing to express an opinion as to whether or not a simple manual in this field im needed? If so, could it be made to serve the principal needs of institutions having both small and medium-sized collections? We do have books on simple cataloging and other techniques, and it might be that a simple treatment of archives for those without experience, but with the responsibility for organizing and preserving some archival material, would be useful to many librarians of small colleges, like Miss Schmitz of Walla Walla, and also to librarians of small public libraries.

If you feel that such a manual is needed and feasible, would you be willing to set down, in as much detail as you feel inclined, topics which you thought should be covered? The Editorial Committee will be interested in your comments, and we feel sure it will not wish to push the preparation of a manuscript unless there is some real need to be met—and which can be met without doing violence to the principles followed by archivists. This can be determined, however, only with the benefit of advice from those who have had considerable experience in the whole field of archives. Hence, we turn to you for advice.

Yours sincerely,

Alice Dunlap Assistant to the Chief Publishing Department GENERAL OFFICES AKRON 17, OHIO HARVEY S. FIRESTONE

Akron 17, Ohio May 27, 1947.

Miss Margaret C. Norton, Managing Editor, The American Archivist, Illinois State Library, Springfield, Illinois.

Dear Miss Norton:

I have read the memorandum which Miss Alice Dunlap of the A.L.A. Committee on Archives and Libraries addressed to you regarding the preparing of a manual on the administration of archives for the use of librarians. I think we all agree that there is a need for a basic manual on archival administration in this country and I hope that the one in preparation by Drs. Buck and Posner will be forthcoming. In the meantime I appreciate that there is need for a short and perhaps more elementary handbook which would be of assistance to librarians and others who are charged with the custody of archival material in addition to library materials.

As important as the need for such a handbook is the danger that such a manual may be hastily written and on unsound principles. If the people who need this information start the classification, arrangement and description of archival material according to the author of this proposed manual and a few years later discover that these principles do not agree with those laid down in the final treatise then there would be trouble. I should welcome such an elementary manual and if you and Dr. Buck and Dr. Posner and some others who have had long experience in archival administration, could set down basic principles for American practice so that in the end these two manuals would be in fundamental agreement, it would be advisable to go ahead.

I do not know whom to suggest as suitable persons to compile such an elementary manual. There may be people in the A.L.A. who could do a good job and if they submitted their outline to you in advance of its preparation, and if the final draft was approved by the people in our field I see no reason why we should not encourage anyone to go ahead who is willing to undertake the task. I can readily see why no one in our field has undertaken to write such a manual since it takes some years of experience for us to form an "American Practice" but someone has to break the ice along the line somewhere.

I am wondering what you finally decided to do about advertising in the "Archivist." If you think that the proper procedure would be for one person to be responsible for it, it may be that we could get Jim Young who works with me here to undertake it. If you think it should be the work of a committee perhaps he would work on it. Of course I have not asked him about it, but merely throw this in as an additional suggestion.

Listen to the Voice of Firestone every Monday treating the Wisc.

WDO/1.

Dr. William D. Overman Library and Archives Firestone Tire and Rubber Co. Akron 17. Ohio.

Dear Dr. Overman:

Thank you very much for your letter giving your reaction to the proposed manual on archives under consideration by A.L.A. I took the liberty of quoting certain sentences to the Committee as representing archival opinion. Each of the members of the Editorial Board expressed the same opinion. as I had already done, namely, that we do not want A.L.A. to publish such a manual unless it conforms to archival methodology and unless it is either written or checked by practicing archivists.

You ask what to do about advertising for the American Archivist. Karl Trever suggested that we invite Mr. Claussen, who seems to have done some thinking along that line, to make asggestions. It is my understanding that he is unwilling to take the chairmanship of and advertising committee. We discussed this when I was in Washington in April, but I have heard nothing since.

In the meantime, I have come up with the idea of having one type of advertising in each issue - one number to ask all microfilm companies to advertise, another number, the filing analyst and filing applies companies, another the makers of steel files, etc. I discussed this with a friend in one of the big equipment companies (Art Metal, to be specific). He said he thought it a good idea, especially since all companies are being soliciting for advertising just now but are not putting on advertising campaigns so long as they have such lærge back orders. He said in about a year from now we should get into the game in earnest. He seemed to think we could get ads if the companies were giving them out, but that they are not.

In corroboration with this is the president's report in The Chicago Filing Association's Filing Bulletin. She remarks that "Our budget has taken punishment because some of our regular advertisers felt it unwise to continue their advertising this past year due to their larger backlogs of unfilled orders on hand." Their advertising rates are \$25.00 for a full page. \$12.50 for a half page. \$6.25 for a quarter page. \$3.50 for an eighth page and \$1.50 for six lines. This bulletin is issued 10 or 12 times a year

each issue running about 8 pages - nothing like as attractive as The American Archivist. In the June number there is one 1/3 page ad. 2 quarter page ads. 3 1/8th page ads. 9 think we should sell only page ads, but sell perhaps four pages at the front of the magnitude 22 and the 2 back cover pages, at prices scaled down from \$25 depending on location. If we could sell \$150 per issue that would help immensely; otherwise we cannot continue to finance increasing printing costs. I know I am not going to have half enough to pay for the Detober issue. I tried to scale down the July issue, but the printer said I had to make my pages come out right (a multiple of 16) and that has thrown things off balance again.

I think it would be fine if your Jim Young would try his luck for us. If he were to follow out my suggestion of a subject type of ad, the chief thing would be to work out a representative list of manufacturers. If they understood that this was an attempt to make this issue a sort of trade reference issue. I think we might have better luck than we think. If Mr. Young would be willing to try it. I would be willing for him to handle it in whatever way he would see fit - either alone or as a committee. Personally I doubt if a committee would accomplish as much as a mingle person could. I don't know whether the Board would be able to pay him a commission - probably not because all the work of the magazine is volunteer, and several people, notably Wood, Trever and Lokke devote a great deal of time to it. The main thing, however, is to find someone who would be interested. I would appreciate it if you would sound out Mr. Young in the matter.

Sincerely.

MANAGING EDITOR

INDIANA HISTORICAL BUREAU

STATE LIBRARY AND HISTORICAL BUILDING INDIANAPOLIS 4

HOWARD H. PECKHAM DIRECTOR

July 17, 1946

TELEPHONE: RILEY 8361

Miss Margaret C. Norton, Illinois State Archives, Springfield, Illinois.

Dear Miss Norton:

Let me add my congratulations to those of others you must be receiving on the new appearance of the American Archivist. The design and enlarged scope of the contents are both very attractive.

Sincerely yours,

Howard H. Peckham

Director

Marues Dewice July 22, 1946 Dr. Howard H. Peckham, Director Indiana Historical Bureau State Library & Historical Building Indianapolis 4, Indiana Dear Dr. Peckham: Thank you for your note of congratulations on my first issue of The American Archivist. Everyone has been most cooperative, but as I said in my editorial it may take some time for people to get used to contributing the kind of articles which are helpful to the smaller institutions. I hope to have a meeting of the Editorial Board at the Washington meeting and hope that you will have some very tangible suggestions as to what we should suggest and what should be done to improve The American Archivist. meantime, if you have any suggestions or criticisms, please send them on. Sincerely. Editor mentlk

1105 South Second Street Springfield, Illinois April 23, 1946

Mr. Karl L. Trever The National Archives Washington, D. C.

Dear Mr. Trever:

4

Since my appointment as Editor for The American Archivist I have been too busy scrambling for material for the July issue to give much thought to the format. However, I have had so many letters asking for a change in the physical appearance of The American Archivist, also a suggestion from Mr. Backman of the Banta press, that I think perhaps we should attempt to make some of these changes right away.

Mr. Trever suggests that Public Administration Review has a very attractive format. Presumably you have copies of this in your institution, but to make sure I am having some sample pages photostated which I am including in this letter. I very much like the type face and the two-column layout. However, I fear that this would not be practicable in a periodical of this size. Perhaps next year we could change the size of the paper to include such a format. I am thinking of continuing to run the articles across the page as at present but to putting the book reviews in two columns at a somewhat smaller size type face.

I believe, however, that we could copy the layout for the cover, the list of officers, and the table of contents.

Also, I am proposing to have signatures of 16 or perhaps 32 pages (the latter the suggestion of Mr. Bachmann) with side stapling. This will not be quite as easy to hold open as the other form, but it will make for better binding when numbers are put together in a volume. I note that the Public Administration Review is folded in signatures of 16 and then probably pasted together, although I have not been able to take a number apart to find out for sure. That probably would cost us too much.

What do you think of these suggestions, and have you alternative suggestions?

Mr. Trever makes a suggestion as to the service of the Editorial Board which I would like to have you all take to heart:

"In addition to giving advice and assistance upon request, the Board members could serve. I think, as the 'eyes and ears' of the editor, passing on to her suggestions, ideas, and criticisms that come to their attention or that occur to them because of

their familiarity with special fields. Board members should also consider themselves as ex-officio members of the Committee on Archival Research and cooperate with its chairman in encouraging the production of materials of all sorts #6r possible publication in the journal. They should also consider themselves as sort of general news agents obligated to keep the news and other section editors apprised of developments in their major fields of interest.

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

mon:1k

1105 South Second Street Springfield, Illinois April 23, 1946

Mr. Karl L. Trever News Notes Editor The American Archivist The National Archives Washington, D. C.

Dear Mr. Trever:

Your letter of April 16th was a treat, because the other members of the Editorial Board seemed to feel that my first letter to them was merely a courtesy letter. In fact, one has not even acknowledged receipt of the letter.

Your letter has caused me to change my first editorial, which shows how much I appreciated it. One of the things that is particularly concerning me is a little undercurrent, a suspicion between different classes of members, particularly between members of the staff of the National Archives and members of the institutions which are primarily doing historical work. In fact, one proposition actually has been made by a member of one of our historical institutions that the National Archives should be limited in its voting privileges in the Society of American Archivists. I probably made an enemy by writing a very strong squelch to the effect that I thought that the members of the National Archives would be justified in saying that after all they were archivists and that she was not and that we had better exclude her. I feel that this is something which should be handled very quickly before it develops, because what I have always liked about the archivists was the apparent lack of jealousy. I think our situation is not unlike what must apply to the American Medical Association. The general practitioner envise the specialists their specialized knowledge and the larger fees and the shorter hours. The specialists doubtless envy the general practitioner for his opportunity to see diseases before they become chronic and especially for his ability to study the psychology of his patients. There is certainly room in the Society of American Archivists for all classes of our professional members. I believe the editorial policy of The American Archivist is going to determine quite largely the future good feeling of the American Archivist. I am hoping that the editorial policy we are adopting will accomplish just this fact, provided everyone cooperates, and so far everyone seems inclined to do so.

As you see from my letter to all members of the Editorial Board, I very much liked your suggestions about the format and am passing them on to the members. I am also writing to the George Banta

Publishing Company to help me do a little planning. I believe we could change the cover immediately without too great a cost. I particularly like your suggestion about trying to begin new articles on a separate sheet. This will involve having a great many fillers and it may not be possible to work it out for the first issue. I am inclined to believe that you are correct in saying that the cheapest way of providing reprints would be to cut up and staple issues; if necessary we could do that here in Springfield if that would save some costs, although I doubt if it would, on account of the second-class mail rights which Banta holds.

Just how we are going to avoid conflicts between material collected between different editors, I am not sure. I am inclined to think there will be more possibility of conflict between you and Mr. Skordas than between you and Mr. Wood. It would be much easier for all of us if all of these editorial positions were held by members of the National Archives. However, so many of the comments have said that they thought the technical editor should be from some other institution that I did not even suggest having a member of the National Archives staff do this work. I believe the idea was that someone from a smaller archival institution would perhaps be more familiar with the things which would be of interest to that group of members. I suspect that from time to time it may be desirable to lift semathing from your section into the technical section; of course, giving credit to your section. It is my thought that very likely things will work out that the items collected by Mr. Skordas will be used for fillers rather than that we shall have a separate and distinct section for them. However, I cannot tell. I do not see any more likelihood of conflict between Mr. Wood and you in the future than in the past. Since Mr. Wood, Mr. Lokke and you are all in the same institution, I would appreciate it if you would consult with each other and iron out conflicts so much as possible as they arise. Of course, the editorial office will make a clearance of these matters. The thing which concerns me more than anything else is the fear that if your news notes come in close to the deadline they may make note of something which we would like to have a certain institution give us more information upon and that we might not have time to put it in that issue. I am not going to worry, however, about that until the question arises, then I will handle it as well as I can.

It would be a great blow to me to have you give up the Editorship of the News Notes. You may be interested to know that not one criticism of your section has come to me from anyone, which is I think, a remarkable tribute. I hope you will be able to continue with this indefinitely. If you feel there is a possibility that you will have to give it up as you have indicated. I hope you will be thinking of someone who might take your place. I cannot see how this work can be as effectively done anywhere else as in the National Archives.

I would be very much interested in publishing your article on the Library of Congress and the Federal Archives. 1897-1937. In our recent examination given for the Assistant Archivist here one of the questions we asked was where one would be more apt to find the private papers of a Governor or a President and why. One person, obviously guessing, pretty well got the answer. None of the others seemed to have any idea on the subject. I thought everyone new what work the Library of Congress had done as background work for the National Archives and the reason for their having some things and the Mational Archives having others. Your paper would answer this and other questions. I think also it would be very much worthwhile to get someone to write a good description of the foreign field work done by the Library of Congress. The annual reports have given detailed information on this subject, but I doubt if many archivists have taken the trouble to inform themselves. I have been hounding Doctor Posner and Miss Chatfield for a couple of years to publishe some of the lectures given before their classes on archives. I still think that the members of the Society of American Archivists are altogether too hazy on matters of archival theory, and I think some of these lectures such as yours would be most useful.

Please keep on sending me ideas. You have no idea how heartening it is to get a letter that does not answer my letters by merely saying in a lazy sort of way. "me too".

Sincerely.

Editor-Elect THE AMERICAN ARCHIVIST

mon:1k

Ownican Outwist August 5. 1946 Mr. Karl L. Trever Editorial Board Member The American Archivist The National Archives Washington 25, D. C. Dear Mr. Trever: A question of editorial policy has arisen on which I wish your advice. An excellent article has been submitted from French Canada written in French. Professor Pease published one article a year or so ago in Spanish. I have heard reflection of mixed sentiments on this subject of whether we should publish contributions from our non-English speaking members in the original or in translated form. Some say that publication in the original language encourages contributions and stimulates interest; others say everything we publish is primarily for the benefit of members in the United States and that it should be in English. It seems to me that we should discuss this policy and come to some editorial decision. The article in question will not be published before the January and possibly not before the April number, but I would appreciate an early expression of opinion and also a decision at the meeting of the Editorial Board, which I hove can take place just before or during the October meeting of the Society. Sincerely. Editor men:1k

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(B) Hamer (B) Trever

Do not use this space for any remarks that should be made a matter of record. Routing slips are to be disposed of when they have served their purpose.

Hessenger Unit

Labor and Traffic

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ENDORSEMENT SHEET

Transaction: Foreign language articles in the American Archivist.

TROW		
FROM	TO	DATE AND ENDORSEMENT
KLT	Mr.	Leavitt and others
		8-22-46 I have my own opinion as to the proper policy on the
		matter discussed by Miss Norton in the attached letter. I should
		like to give her the benefit of a cross section of NA staff opinion
		on the subject and have taken the liberty of asking you to indicate on
		the following endorsement sheets your opinion. A simple yes or no
		is enough, although a more length; statement will be most welcome.
		KLT
AHL	KLT	8-23-46 I regretfully give my opinion as "No" in enswer
	,	to Miss Norton's question whether contributions to the
		AMERICAN ARCHIVIST should be published in foreign len-
		guages, because I would much prefer to read the French
		article mentioned by her in the original than in transla-
		tion. If, however, articles are published in French or
		Spanish it is the likelihood that contributions will come
		in from time to time in Italian, Dutch, German or Hindus-
		tani.
		Some years ago I submitted an article to the
		AMERICAN ARCHIVIST which contained a few words of Greek
		and this was returned to me by the Editor with the comment
		that the members of the Board felt that it was probably
		Over the heads of the readers. I demurred at this view,
	.	The second of th
		the state of the s

AHL	KLT	not because my feelings as an author were hurt, but he-
	(Con.	because I did not like the reflection as to the intel-
		lectual level of the readers of the AMERICAN ARCHIVIST.
		But who am I, after all, to pass judgment on such matters?
		To return to Miss Norton's question, I think that within
		the relatively small field of the AMERICAN ARCHIVIST it
		would be wise to start publishing contributions in foreign
		languages a. W. Z.
EAD	KLT	8-26-46. I spen with me Fearet that it
		world not be wise edition policy &
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		Contributions in freign language
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			to purry such as policy.
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1		KAT	If the article is good and is not available in translation print it
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			language of which there are south of the south of the sacrettent ones can always to included in the language.
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DAM	KLT	I should agree with the opinions stated above, I guess. Technical
		language at best is a little hard to understand without a great deal of concentration, and I am afraid most of us, even if we felt at
		home in a foreign language, would get more out of the articles in
		good translation. Even though I read French rather well, for example, I always have a slight sense of confusion and mistrust unless I look
		up more than an occasional word. The Library is full of books on archival subjects in foreigh languages, very few of which have cir-
		archival subjects in foreigh languages, very few of which have circulated more than once, and then the to people we know to be natives or long-time residents of those countries. What we need is make a
		consistent translating program. Dun
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THE AMERICAN ARCHIVIST

Published Quarterly by the Society of American Archivists University of Illinois, Sponsor

Editorial Board
CHRISTOPHER B. COLEMAN
EDNA L. JACOBSEN
KARL L. TREVER

GRACE L. NUTE

323 Lincoln Hall University of Illinois Urbana, Illinois

The National Archives Washington 25, D. C.

Managing Editor THEODORE C. PEASE Reviews of Books RICHARD G. WOOD News Notes KARL L. TREVER

October 9, 1946

Miss Margaret C. Norton Editor of the American Archivist 1105 South 2nd Street Springfield, Illinois

Dear Miss Norton:

It has occurred to me that it might be a desirable procedure to follow if the Section Editors could be present at whatever meeting of the Editorial Board we may hold in October. The chairman of the Committee on Research might also be invited to attend. If this were done we might get many good ideas and helpful comments from these people and at the same time give them the feeling that they belonged in the editorial set-up in a more general sense than mere section editorship indicates. I don't mean, of course, to suggest that these people would be anything more than observers. If you don't think my idea a good one, do not think my feelings will be hurt if it is not adopted.

I don't believe it would be possible to get out a news note section within two or three weeks of the annual meeting. What is the latest deadline you would be willing to accept for my contribution?

Yours sincerely,

Karl 1. Trever

Karl L. Trever

X as far as voting is concerned.

1105 South Second St. Springfield, Illinois October 13, 1946.

Mr. Karl L. Trever The National Archives Washington 25, D.C.

Dear Mr. Trever:

It was my thought that the meeting of the editorial staff should take the form of a staff meeting with all the subeditors present. So many of the members of the Editorial Board are also members of the Council that it is going to be difficult to get the group together. The best time would probably be Thursday noon, but I suppose it would be difficult to arrange for a luncheon for the ten of us, or could me? Perhaps the next best thing would be for us to arrange to sit together at one of the meetings (lunch or dinner, and to hold a very brief meeting immediately thereafter. As I have to preside at the Friday P.W. meeting the Friday luncheon would probably not be a good time. I do not like to put any additional burden upon the local committee, but if you could come up with a suggestion, I would appreciate it. In addition to those listed on the letter head are "illiam Barrow of Virginia and Vernon Tate.

As I shall have another week of vacation after the meeting it would be more convenient for me to get the January issue out under the November 1st dead-line. I :ealize, however, that that date will be impracticable for you and for the person who has to write up the meeting, also robably for Therefore I am (sotto voice) setting up the the Secretary. deadline for the January i sue to Thanksgiving Day. That will make us come out late for the one issue, but I think we shall have something to gain by so ding. The difficulty about your deadline is that your department varies so in length that it is hard to estimate my space until I know how much space to allow you. The October issue ran \$43 over the budget because of, or at least aprtially because I could not estimate my scace. The bibliography article had to go through with only galley proof, but Miss Christopher did that so throughly that I guess it is all right.

Please be thinking of ma ters the Editorial Board should be discussing. One thing I want to know is the propriety of insertions of news items by the managing editor. For instance, as you may have noticed, I inserted this time the item announcing the election of Herbert Kellar as president

of the Mississippi Valley Historical Association. He is a member of the Council and the honor should, I felt, be noted. It is possible that this or a similar note might have been considered and rejected by you. The column bears your name. There is insufficient time to refer matters to you. What is the proper procedure in such a case.

This also brings up the matter of what shall constitute news notes. Dr. Buck, I believe, for accluding everything that is not strictly archival. I would not print a note to the effect that a member had recently been divorced, as I recall once was done in the Library Journal. But what should be our dividing line? We are a small group, interested in what is happening to our friends. How far can we go in the matter of persona items without being considered undignified. I don't want to imitate Walter inchell, but personally I am interested in a certain amount of, shall 1/we say, vital statistics.

Sincerely,

EDITOR

November 2, 1346

Mr. Karl L. Trever Editorial Board The American Archivist The National Archives Washington, 15, D.C.

Dear Mr. Trever:

It was good to have had a little visit with you, albeit too brief. I returned from Washington physically tired but mentally stimulated. I have given myself a few days! vacation before starting work again on the Am rican Archivist. As I gradually collect my thoughts, I shall probably be writing again soon.

The object of this letter is to ask the advice of the Editorial Board upon the Manual for Local Recording Officers submitted to the Council as the annual report for the Committee on Local Records, Harold S. Burt, chairman. The Council has transmitted this document to the Editorial Board without recommendation pro or con and without any appropriation for publication as a separate manual. In order that you may have this before you for consideration, I am requesting Mr. Burt to send you a copy. (He had about 50 copies mimeographed, I understand.) hat action do you recommend?

Personally I think this is an excellent start, but that a considerable amount of editing and rewriting in places should be done before the Society publishes this under its imprint. This manual comprises chiefly excerpts from published articles with several unpublished chapters added by the committee. Most states would probably need to add supplemental material to adapt this or any other manual to their own needs. It occurs to me that one way of handling the urgent need for a manual of this sort would be to publish a rather extended review article on the manual as it stands, with a bibliography of the works cited; possibly to publish in the American Archivist some of the as yet unprinted chapters serially. I would like to see some state use this as the basis for a manual prepared with the needs of that state in mind, using this as the basis. I certainly feel that the Committee should secure criticism from archivists all over the country before submitting this as a final product, and doubtless that is in Mr. Burt's mind.

स्टा<mark>वस्</mark>रक्षा

Tonary What is your recommendation in the matter.

Sincerely,

August 5, 1948

Miss Margaret C. Norton Editor, American Archivist Archives Department Illinois State Library Springfield, Illinois

Dear Miss Norton:

A day or two ago I mailed to you a paper written by Fred Shelly of the Library of Congress on James Franklin Jameson and the Movement for a National Archives. I hope it arrived safely in view of the sloppy way the mail room tied it up. It seemed to me to be a very creditable piece of research and writing and hope that you are able to publish it.

Glad to hear that the Torch Press will handle the October issue for us. I did not realize that you had three more issues to go as Editor. Hope they are easy for you and interesting as well. Perhaps you can get a printer by that time who will do the job at a reasonable rate. If I can be of any help to you please feel free to ask me.

Sincerely yours,

Karl L. Drever

Dr. Rarl L. Trever The National Archives Washington 25, D.C.

Dear Dr. Trever:

Thank you for forwarding Fred Shelly's paper on James Franklin Jameson and the Movement for a National Archives. This is a valuable and timely contribution and I think it should be published. Because of its length I am may be able to print it while I am editor, but will put it in the file to be turned over to my successor.

You will be shocked to hear that Professor Pease, our former editor, was found dead in bed on August 11, presumably of a heart attack. We have been friends since 1912, and his wife and I since 1922, some time before their marriage. I hope I can tuck in a brief notice in the October issue, which has gone to press, but for which I have not received proof as yet. In fact I am still waiting for the annual writings copy.

Are you still at N.A.? It seems to me that every item I get from Washington tells of someone else getting out, yet everyone seems enthusiastic over Dr. Grover. Changes are inevitable with a new head, and I hope he gets the situation in hand soon. I was horrified at the evidences of low morale the last time I was in Washington.

Sincerely.



February 11, 1949

Dr. William J. Van Schreeven Archivist Virginia State Library Richmond, Virginia

Dear Van Schreeven:

I am informed by Miss Norton that you have in your possession copies of some of the papers presented at the last annual meeting of the Society of American Archivists. Evidently she has at hand enough copy for her April issue of the American Archivist, snything you still have will be grist for my mill.

It pleased me very much to learn that you had accepted the Council's invitation to become a member of the Editorial Board. I have a great deal of respect for your knowledge and experience as an archivist in both the National and State field and feel, therefore, that you will be a most valuable addition to the group. In the past membership on the Board has been somewhat of a sinecure because the editors have not seemed to find ways and means of utilizing the special knowledge of Board members. I hope to be able to work out plans in the near future outlining the relationship of the editor and the Board, both as a group and as individuals, and I will submit them to each member for suggestions. As you know from our confersations at Raleigh, I am anxious to dispel the criticism, frequently heard, "that the officers of the Society and the editor have catered too much to the interests of the National Archives." Your ideas on how this can best be achieved will be welcomed.

Examination of Miss Norton's files indicates that she was negotiating with you for an article on the subject of the County Records System in Virginia. Would you be good enough to inform me whether this article has been submitted or is still in the course of production? Something of the sort certainly would be of general interest to our readers and I sincerely hope you will be able to have something for us on the subject soon.

Please extend my best wishes to Randolph Church and William J. Barrow.

Sincerely yours.

Karl L. Trever

THE AMERICAN ARCHIVIST

EDITOR'S CORRESPONDENCE REGARDING ARTICLES PROMISED OR SOLICITED 1946-1949

(THIS FILE IS FROM THE SOCIETY OF AMERICAN ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE UNIVERSITY OF WISCONSIN ARCHIVES, MADISON - RECORD SERIES 200/7/2 - Box 1, File 4.)

1105 South Second Street Springfield, Illinois February 19, 1946

Mr. Homer Lombard Art Metal Construction Company Jamestown, New York

Dear Mr. Lombard:

The Council of the Society of American Archivists has just elected me the new Editor of our quarterly journal. The American Archivist, in place of Professor Theodore C. Pease of the University of Illinois, who has resigned.

As Editor I am very anxious to bring all new ideas on equipment to the attention of our members. Of course we are not planning to hand out a lot of free advertising, but we do want to be kept informed of anything new and practical which any of the companies bring out.

Specifically, I wish to publish the drawings and specifications for the sliding shelves which you furnished to us in the original installation of equipment in the Archives Building. These shelves you may remember use the principle of cradle construction. They have received very favorable comments from all who have seen them. It is my understanding that your company has not taken out a patent on these shelves and that, therefore, we would be at liberty to publish these drawings so that other institutions might copy them. Before going ahead with this publication, however, I wish to check with you to make sure that this publication would not violate any possible patents.

Please remember me affectionately to Zella.

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

mcn:lk



Art Metal Construction Company

STEEL OFFICE FURNITURE BRONZE & STEEL INTERIOR EQUIPMENT

ADDRESS THE COMPANY

ATTENTION H. W. Lombard

208 WEST ADAMS STREET

CHICAGO. 6 ILLINOIS

March 21, 1046

TELEPHONE STATE 4328

Miss Margaret C. Norton Editor-Elect The American Archivist 1105 South Second Street Springfield, Illinois

ALL AGREEMENTS SUBJECT TO DELAYS BEYOND OUR CONTROL. PRICES AND TERMS FOR IMMEDIATE ACCEPTANCE SUBJECT TO CHANGE WITHOUT NOTICE.

Dear Miss Norton:

Your very interesting letter was received at the Home Office while I was on an extended trip and was forwarded to this address for attention on my arrival. This accounts for the delay in reclying to your letter.

I am glad to learn you have been elected Editor of the American Archivist. I know you will do a splendid job and the Council of the Society of American Archivists are to be congratulated on their excellent judgment in placing this responsibility with you.

We appreciate the opportunity for cooperation you mention and will send you new equipment ideas we develop for safe keeping and convenient reference to archive material that may be of interest to your members. Mr. C. W. Simoson our Advertising and Sales Promotion Manager will include your name as Editor of American Archivist to receive copies of all material that may be of interest to Archivists.

The Book Shelf Units equipped with adjustable Sliding Book shelves, furnished as part of the original equipment for the multi-tier bookstack for the Archives Building, are not patented, and we are very glad to learn you propose to publish the drawings and specifications which illustrate and describe these units.

We will forward to you from Jamestown a print of Photograph 13063 which is a view on one of the stack levels of the Main Stackroom, which shows in the foreground, part of a range of Book Shelf Units and beyond are ranges of Vertical Cap and Letter File Units. We will also include prints of several progress views showing various stages of the Bookstack installation and its relation to the building. Possibly, these photographs will be of use to you, and if so, and you need them prior to the time you will receive them from Jamestown, please wire me collect, care of our Chicago Branch, and I will send you orints from my set of photographs.

In a letter to Zellia I am informing her you are the new Editor of the American Archivist and you will hear from her as she is always interested in you and your work.

> Yours very truly. ART METAL CONSTRUCTION COMPANY

WORLD'S LARGEST MAKERS OF STEEL OFFICE FURNITURE TO DIVISION

HWL/cjm

Mr. Homer Lombard Art Metal Construction Co. Jamestoun, M.Y.

Dear Mr. Lowbard:

In accordance with our recent conversion with respect to the drawings for the sliding shelves your company furnished us and the continuous shelving furnished the Virginia State Library, I whole to the publisher of The American Archivist and have acceived this reply:

Fif you have line drawings thich you want to publish in the January or Agral 1 stues, just plain drawings under up with India ink are very satisfactory. I personally think they are more satisfactory than cuts ands up from blueprint drawing. Sketches made upon a comparatively stout white dull surfaced background should work but fine."

Therefore, if you could conveniently furnish us with the drawings as you thought you would be able to do, I should be very grateful. A credit line will of course be used. While in Wa hungton 1 at seek I talked with Dr. Van Schreeven, the archivist, and he has promised to said us descriptive comment.

We were sorry that Zella and you did not get to the meeting of the Society of American Archivists. The had an attendance of about 800, despite the hotel strike, and by some miracle, the local committee were able to house all of us.

Capt. Victor Gondos of the Mitigaul Archives, chairman of the Society's committee on archival buildings informed me that a sumber of new buildings or additions are definitely in the cards when building is again possible. I think it might be worth your while to meet him sometime when you are in Washington. He was an architect prior to war injuries which made him change his profession.

Sincerely,

Krute 2 Rockerlle Md Dec 6 1946 Draw Min Morton your letter received last evening purpled me until I got to my The this morning and discovered that I had failed to enclose the copy of my report in the envelop sent you ten day! envelop sent you ten day!

ago. My most object opologies! I dooked the report of in a hurry, hoping on I suggested, that you comed find time to brush it up women you do this where you can? Am anchoring copy of Eddy's
fafer and a clipping from the
learning ton Star in reaction to meerel your Coner HI Down over /

Word from Henry Edmunds just received to the effect that he would like to har his paper book for certain changer corrections etc. etc. His address is Mr Henry Pdominde International Monetary Fund 1818 A Street n. W. washington, D.C. Would you return it to him?

Annican Achinist July 26, 1946 Mr. Karl Brown, Editor The Library Journal 62 West 45th Street New York 19. New York Dear Mr. Brown: In the April 15, 1931 issue of Library Journal p.363, there was published an excelent article on the Ulster County Casette. The peprint of of this newspaper on the death of George Washington turns up periodically in archives and libraries. This article in the Library Journal is a good thing to hand out to people who think you ought to buy their copy at some fabulous price. I would like to have your permission to reprint this article in The American Archivist. I am sure other archivists would find it useful as I have. Sincerely. Editor men:1k

The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

February 27, 1946

Miss Margaret C. Norton Illinois State Library Springfield, Ill.

Dear Miss Norton:

My reply to your letter of February 1 has been unavoidably delayed. I was delighted to learn that you have decided to accept the editorship of the American Archivist. I am sure not only that you will render very valuable services to the Society and the profession but also that you will find it well worth while both personally and professionally.

There being nothing in the Constitution to the contrary, I assume that you, as Editor, have authority to establish and fill any editorial positions that you may desire. I see no reason, therefore, why you should not retain or change the present subeditors or appoint anyone you may desire to serve as a technical editor.

You can count not only on me but also on other members of the staff of the National Archives to make suggestions from time to time with reference to material for publication. It would not be possible for me to undertake to prepare an article concerning the Cuban archives. The Archivist does not speak or write English but perhaps he would write for you an article in Spanish that you could have translated. We have, I believe, a pamphlet of regulations and also other material in Spanish concerning the Cuban archives, translations of which might be appropriate for publication in the American Archivist, but unfortunately we have been unable to get them translated. The same is true of some interesting material relating to Mexican archives and archival developments. I do not consider it wise to publish such material in the original language in the American Archivist.

As for the publication of the manuals that some of our committees are supposed to produce, I see no objection to it in principle but I do not think that it would be wise to make any commitments until they are available for examination. Mr. Hausdorfer has not replied to any of Cappon's several communications to him since our last annual meeting, and as a consequence I have appointed Emmett J. Leahy, who is now with the Remington Rand Company in New York, as chairman of the Committee on Institutional Archives or rather Committee on Institutional and Business Archives as I have renamed it. He is planning to set up a fairly large committee with subcommittees concerned with the records of different types of institutions.

Sincerely yours,

Solon J. Buck

Solon J. Buck Archivist of the United States

1105 South Second Street Springfield, Illinois March 13, 1946

Dr. Solon J. Buck Archivist of the United States The National Archives Washington 25, D. C.

Dear Doctor Buck:

Thank you for your good letter of February 27. In accordance with your permission, I have reappointed Mr. Wood Editor of the Book Review section and Mr. Trever Editor of the News Notes section for The American Archivist.

I am anxious to resume publication of the abstracts from foreign archival periodicals. These were done before, if I remember correctly, under the supervision of Mrs. Paul. Would it be possible for you to assign some member of the staff of the National Archives to prepare these abstracts? It occurs to me that it is unlikely that there will be enough material to run this column in each issue, but I should like to start on it as soon as possible.

I am glad also to have you make the suggestion that you think it would be better not to run articles in foreign languages (apropos of my proposal about the Cuban Archives). I have felt that way myself, although some of the members of the Council have favored running such articles as a stimulus to our South American trade. I doubt if many of our present-day archivists can handle Spanish and Portugese. At least those of us of our generation became had French and German, but did not study the Latin languages. Confidentially, what do you think of asking Dr. Hill to prepare an article on the Cuban Archives? I thought of him, because we know that he is familiar with Latin American countries. We have no one here who can handle Spanish.

Please send along any and all suggestions and criticisms.

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

mcn:lk

The National Archibes

Washington, B. C.

OFFICE OF THE ARCHIVIST

March 19, 1946

Miss Margaret C. Norton, Editor-Elect The American Archivist 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

With reference to the matter of abstracts from foreign archival periodicals referred to in your letter of March 13, I have asked Mr. Holmes to make a study as to the possibility of setting up as a regular project of the National Archives a procedure for making translations or abstracts of foreign language material pertaining to archives administration. The emphasis would doubtless be on current literature as it is received, but we might undertake to do some work also with older literature that was not adequately dealt with in the period before the war when work of this sort was carried on in my office of Research and Records De-Call. scription. Very little material has come in for the last five years, though we have received a file of an Italian archival publication that was published regularly during much of the war period. If we find it possible to undertake this project, our primary objective will be to make information available to members of the staff of the National Archives, probably in our Library, but we would be glad to make the results available also for publication in the American Archivist. You will be kept informed as to our plans.

With reference to the proposed article on the Cuban Archives. my suggestion is that you drop it from your program for the simple reason that Roscoe Hill has a long chapter on the subject, which is doubtless adequate (I have not had time to read it yet), in his new book entitled "The National Archives of Latin America," which has just been published by the Harvard University Press as Miscellaneous Publication No. 3 of the Joint Committee on Latin American Studies of the NRC, the ACLS, and the SSRC. Doubtless this book will be reviewed in the American Archivist. I have one suggestion for a paper that I think ought to be published. It is the paper that Holmes read at the joint meeting of the Society and the AHA in New York in December 1943. I am not sure that it had a title but it dealt with Federal State relations in re the problem of Federal field records and was in the nature of a supplement to the paper he read at the Richmond session, which was published in the American Archivist for April 1943. It has not been published because Holmes wanted to enlarge and supplement it, supply footnotes, etc. Probably it is out of date now in some respects and he would like to rewrite it, but I very much doubt that he will be able to find time to do so in the foreseeable future. My suggestion is, therefore, that the paper be published as it stands, with a footnote stating when it was read and that it has not been revised or brought up to date. I spoke to him about this yesterday, but he did not commit himself. If you are interested I suggest that you write to him directly. I believe that you saw a copy of this paper in manuscript in the spring of 1944.

> Sincerely yours, Solon J. Buck

aurenteen autom

1105 South Second Street Springfield, Illinois March 25, 1946.

Dr. Solon J. Buck Archivist of the United States The National Archives Washington, D. C.

Dear Doctor Buck:

Just a note to say thank you for your letter of March 19th with its excellent suggestions for The American Archivist.

I am particularly gratified to learn that you are willing to cooperate with us in the abstracts of foreign language material pertaining to archives administration.

Sincerely.

Mditor-Mlect THE AMERICAN ARCHIVIST

men:lk



CONNECTICUT STATE LIBRARY OFFICE OF EXAMINER OF PUBLIC RECORDS HARTFORD, U. S. A.

October 30, 1946

Miss Margaret C. Norton, Archivist Illinois State Archives, Springfield, Illinois

Dear Miss Norton:

Under separate cover we are forwarding you a preliminary copy of the "Manual for Local Recording Officers". We understand that the Council of the Society of American Archivists is planning to print the Manual for distribution. However, there probably may be some slight changes, additions or otherwise which they feel are necessary in order to improve the pamphlet. We appreciate the opportunity of using some of your material in this Manual.

Sincerely yours,

Harold'S. Burt, Chairman Local Records Committee,

Society of American Archivists.

HSB/imm



November 3, 1946

%r. Albert B. Corey
Department of Archives and
History
State Education Department
Albany, N.Y.

Dear Mr. Corey:

This is to remind you that I would like two things from you for The American Archivist:

- 1. The substance of the verbal report you made during the discussion of the papers of Mr. Eddy and Mr. De Valinger, with respect to the New York policy with respect to local records. I wish to publish this as a foil to Mr. Skordas' discussion of the Maryland plan for centralizing local records; both under the general heading of Discussion . following the De Valinger paper. Do not try to condense too much but take enough space to make your points. As I shall probably not try to print this in the January issue, you need not hurry too much, estecially if taking a few weeks will permit a dfinite report on the Syracuse situation. I should like this material by January first, however,
 - E. A rather full description or syllabus of your school for county historians something like what you gave at the dinner meeting. If possible I should like a detailed report on what you said about records in that particular session of the school. This to be of article length. I consider what you are doing to be one of the most significant things in the field, and think we should have more than just the news note in a recent American Archivis

It was good to see you again at the meeting. Remember, you promised to pay us a real visit at Springfield, and we are looking forward to your comin before too long.

Sincerely,

THE UNIVERSITY OF THE STATE OF NEW YORK THE STATE EDUCATION DEPARTMENT ALBANY 1

DIVISION OF ARCHIVES AND HISTORY
ALBERT B. COREY, STATE HISTORIAN
DIRECTOR

Nov. 13, 1946.

Miss Margaret C. Norton, Editor,

The American Archivist,

Illinois State Library,

Springfield, Ill.

Dear Miss Norton:

In the absence of Dr. Corey I beg to acknowledge your letter of November 3. As soon as he returns to the office, I shall be glad to bring your communication to his attention.

Sincerely,

Secretary to Dr. Corey

THE UNIVERSITY OF THE STATE OF NEW YORK THE STATE EDUCATION DEPARTMENT ALBANY 1

DIVISION OF ARCHIVES AND HISTORY ALBERT B. COREY, STATE HISTORIAN DIRECTOR

Dec. 16, 1946.

Miss Margaret C. Norton, Editor, The American Archivist, Illinois State Library, Springfield, Ill.

Dear Miss Norton:

I am inclosing a a brief statement summarizing what I said at the meetings in Washington about our policy with respect to local records.

I shall try to send you a little later the article about our local historians training which you asked me to prepare.

Olbert B. Coney

ALBERT B. COREY, D

State Historian

December 19, 1346

Dr. Albert B. Corey State Historian Division of Archives and History New York State Education Department Albany 1, N.Y.

Dear '(r. Corey:

Thank you for the summary of your remarks at Washington during the discussion of Mr. de Valinger's paper.

I note your promise to give me the article about your local historians training at a later date.

So far I have not received a copy of the final report by Mr. Eddy. I am looking forward to the Albany meeting. I suspect it may not be too easy for the three of us to agree upon a date, but I hope it will come soon. The difficulty about railroad accompdations may further complicate it for me.

I shall not be able to get to the New York meeting of the American Historical Association this year, though the program sounds very interesting. For over twenty years I did not miss a meeting, but it is no longer as easy for me to get off for meetings as it once was. So many of, my best friends in the Association have retired or died off since I attended the 1 st time that I am afraid I shall be lonely when I do go.

Sincerely,

MANAGING EDITOR

MRS. HENRY RIDGELY. PRESIDENT DOVER
J. ERNEST SMITH, VICE-PRES. WILMINGTON
JAMES E. GOSLEE, SECRETARY STOCKLEY
FRANK S. HALL, D. D. S. DOVER
MISS LAURA S. RICHARDS
GEORGETOWN
MRS. EDWARD W. COOCH
COOCH'S BRIDGE

State of Belaware



The Public Archives Commission Bober, Belaware

4 March 1946 -

Loon deValinger, Jr.

State Archivist

Miss Margaret C. Norton, Editor The American Archivist 1105 So. Second Street Springfield, Illinois.

Dear Miss Norton:

I was very much pleased to learn from your recent letter that you have been elected to the Editorship of The American Archivists. I realize that there has been agitation in the Society for sometime to modify the editorial policy and from the outline and proposals you kindly sent me I am sure you will issue the kind of a publication that is desired. I agree with you in practically every point of your proposals and I wish to assure you that I will do all I can to support you in your new office.

With regard to your request for an article about our document safe for the Technical Section, I wish to say that I will be pleased to do it, but if it is convenient for you, I would prefer to wait a little while. My reason for this request is that we hope to make some alterations to the document safe by substituting aluminum frames for the heavy steel ones, and I am also toying with the idea of a new bracket which will accommodate more than the four documents we now have in the safe. We also would like to await the return of good

fabrics as we expect to flank the entrance to the safe alcove with national and state flags in appropriate standards, this, you will agree, would make the display more attractive and I would prefer to wait until this is an accomplished fact before describing it in an article.

In your letter you ask the members of the Editorial Board specific questions. To these I am giving my answer in the order which you presented them. First of all I do wish to concur and emphasize what you said in the third paragraph of your letter, namely, that in the past our journal has catered to The National Archives; they have not given us the leadership we expected with the result that some archivists and librarians in charge of small document collections have been confused and somewhat disgruntled by the activities of our Society. With regard to your proposal of our contract with the George Banta Publishing Company, I wish to say that your suggestion regarding the change of publisher is a good one and I agree with your suggestion fully. I always believe that an editor should be as close to the publisher as possible in order to achieve better understanding and expedite the work.

I like the format of The American Archivist as it is now, but I do agree with you that there is some waste space and that the suggestions you offered would improve its form.

My thoughts regarding separates for authors is that

considering separates for authors is that

considering separates for the magazine is unsatisfactory to

make receive author and is extravagant for the Society. My recommendation is that each author be supplied with twenty-five separates

or reprints of his particular article. Inasmuch as contributors on preparation,

receive no remuneration at all and often spend many hours, I be-

lieve this is the least the Society can do in acknowledgement of their efforts.

As you point out, Karl Trever and Richard Wood have done excellent work and it is especially to be hoped that they will continue. At this time I cannot think of a suitable person to serve as Editor of the Technical Section. My inclination would be to select someone rather than a member of The National Archives staff.

Hoping this information will be helpful to you and reassuring you of my support on all your proposals, I am,

Sincerely yours

State Archivist

LdeV/cr

1105 South Second Street Springfield, Illinois March 9, 1946.

Dr. Leon DeValinger, Jr. State Archivist The Public Archives Commission Dover, Delaware

Dear Doctor DeValinger:

Thank you for your letter of March 4th. I am glad you are willing to describe your documents safe for our technical section. There is no particular hurry about this if you are planning to make improvements.

Please send me any suggestions that come to your mind either for improving the American Archivist or for ideas for the technical section.

Sincerely.

Editor-Blect THE AMERICAN ARCHIVIST

men:lk

December 10, 1946

Mr. Henry Edmunds International Monetary Fund 1818 H Street N.W. Washington, D.C.

Dear Mr. Edmunds:

Enclosed is the copy of your address before the Society of American Archivists which you have requested, through Mr. Bahmer, that I return to you for changes and corrections. It sounds good to me as is, but I suppose everyone wishes afterwards that he had said something else or said something differently.

I have just sent sway to the printer the copy for the January issue, and have not yet begun working on the April issue. I have not decided, therefore, whether to publish Mr. Marx's paper together with the discussion thereon, in the April or a later number of The American Archivist. I should appreciate it, however, if you would return this article of yours at your earliest convenience.

As I wrote Mr. Marx, I consider the session in which you two spoke, the outstanding one of the whole meeting.

Sincerely,

MANAGING EDITOR

(Imailan luchum June 25, 1946 Esterbrook Steel Pen Mfg. Company Camdan, Man Jarsey Dear Sirs: Has your company at any time ever issued any literature on the history of writing instruments (quill and steel pens) used in this country? If not, has any member of your organimation made a hobby of the subject or do you know of anyone else who has done so? This is a subject which if handled in a not too technical style would I believe be of interest to the readers of The American Archivist which is the quarterly journal of the Society of American Archivists. This Society comprises not only archivists but also curators of manuscript collections with a world wide membership. We are a small organisation and are unable to pay for the contributions which appear in this journal except through such prestige as may accrue through publication to the authors. As the oldest pen manufacturer in the country. I am turning to you for information on this point. V Sincerely, Editor mcn:lk cc: Lokke



CAMDEN, NEW JERSEY, U.S.A.

July 2nd 1 9 4 6

Un-

Miss Margaret C. Norton The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Your letter reaches us at a time when we have in the course of preparation a manuscript that will concern itself primarily with the history of writing. Naturally, writing instruments will be included as comprehensively as possible.

fortunately, we do not have anything to send you at the present time which would be considered authoritative, but as soon as the manuscript which is now being prepared is completed, we would be very happy to send you a copy.

Very truly yours,

THE ESTEREROOK PEN COMPAN

F. W. Wolstencroft Advertising Manager

FWW/gw



ESTERBROOK STEEL PEN MANUFACTURING COMPANY

CAMBEN, NEW JERSEY, U.S.A. CABLE ADDRESS, ESTEASROOK, CAMBEN

September 19th 1 9 4 6

Miss Margaret C. Norton The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Some time ago we told you that we were preparing a booklet which deals with the history of the Esterbrook Pen Company and its objectives.

We also told you that we had put your name on our mailing list to receive a copy of this book as soon as it came off the press.

"Going Our Way" is its title, and we are happy to enclose a copy. Hope you like it!

Very truly yours,

THE ESTERBROOK PEN COMPANY

Gloria Whittaker Advertising Dept.

Enclosure

February 10, 1947

Mr. Victor Gondos, Jr., Chairman Committee on Archival Buildings Society of American Archivists
The National Archives
Washington, P.C.

Dear Mr. Condos:

that became of your plan to send us pictures and a description of a different archives building each number? The January issue was so full and contained your report, so I did not feel a needed anything for that.

Karl Trever included a picture and plans for the Presbyterian archives building at Montreat, so I am going to use that in the January issue. These are printed line drawings but I believe will reproduce all right.

That new Swedish archives building intrigues me. I intended to write to for a photograph and copy of plans for the April issue, as a follow-up to the good description appearing in the January issue, but my absence from Springfield the week before copy was to go to press distracted my attention until it was too late. How about publishing something on that in the July issue?

Mr. Lombard of Art Metal promised me line drawings for the Virginia continuous shelving and the Vamin is sliding shelf, and Dr. Van Schreeven promised me a phtograph; I had a photograph made of the Illineis installation. So far I have received neither. I think those are two good bits of equipment which others might be interested in copying.

Are you saving everything for your new manual on archival buildings or can you send me a paragraph now and then to use. I would be interested in a few paragraphs of discussion of what Henry Eddy discussed in his report for the New York archives - how to estimate cubic capacity of storage space in an archives building. How about it?

gincerely,

THE SOCIETY OF AMERICAN ARCHIVISTS
Committee On Archival Buildings
The National Archives
Washington 25,D.C.

9 September 1946

MISS MARGARET C. NORTON, Archives Department, Illinois State Library, Springfield, Ill.

Dear Miss Norton:

This signifies that I am engaged in the annual round-up of information relating to the latest developments in archival buildings. I recall that you contributed some interesting news about county court houses and their vaults for last year's report and perhaps there may be some further developments that would be pertinent to include in the report of the Committee on Archival Buildings.

We have done some brisk business during the year by way of consulting services, and I have hopes of having a rough draft ready of a long contemplated bulletin on programming for archival buildings on which I would like to have your criticism when we foregather in Washington next month.

In discussing the new archives buildings in Sweden and India with Karl Trever, the other day, he made a suggestion which I consider excellent and I would like to have your reaction to it: namely, why not run a series of photographs and brief descriptive data of American archivel buildings in forthcoming issues of The American Archivist? For each issue the Committee would prepare one page of photographs on glossy print of one archives building, and accompanying it would be one page detailing the essential characteristics of the structure and plan. Or, if only one page could be used, one half of the page could carry a general view, and the lower half would have a thumbnail description. We could start off with, say, the Maryland Hall of Records, or in chronological order by date of completion.

Awaiting your reply at your earliest convenience, I am.

Sincerely,

Victor Gondor, Jr.

Chairman

Mr. Victor Gondos, Jr. Chairman, Committee on Archival Buildings The National Archives Washington 15, F.C.

Pear Mr. Gondos:

I like your suggestion that yo haps we could print photogra hs of archival buildings in the American Archivist. In addition to the exterior a should like a so to print a floor plan for either the main floor or a typical floor. Facing this there might be one page of text descri tive of the sallent features of the building. I think we should go a scep further, however, and ask the archivist to point out in one paragraph the things he would do differently if he were to build again. I know that I would not put my ow office on a different floor from the reference room. I did not want it there but the architect said there was no better place for it and besides, Maryland had their archivist's office on the second floor. Dr. Radoff says too many of the Man yland mistakes have been repeated elsewhere and he particularly regrets, I believe, that there is no stack elevator. I haven't heard Dr. Van Schreeven criticize his building, but I saw several things which I did not like. One whole westing of your Mational Archives group was devoted to an off the record discussion of some of the short-comings of your building.

There is only one thing which makes me histitate to commit myself to publishing uch a series as you projose and that is the cost of the cuts. If the cuts for certain Blue Book articles have not been destroyed, I could borrow them for Illinois. Perhaps other institutions also could furnish cuts. I am trying to keep down my cuts to one page in each issue. For the October i sue I was fortunate because I could borrow cuts for one profusely illustrated article. My suggestion is that you said me copy for an issue and I will run the series as I can.

I have another suggestion for you. I need one page fillers in order that my articles can start on right hand pages and ther fore permit extra copies to be cut up instead of making reprints. Why don't you from time to time, or every issue if you can, send me a one page suggestion for different totics pertinent to the subject of your committee. For instance, we all want to keep our buildings for archives exclusively because other departments in the building add to the fire hazards I tried very hard to accomplish this here, but like Maryland

and Delaware, now have to share the I linois building with another department which thinks our safety rules just the nonsense of a fussy old maid. I think perhaps we might have saved the situation if the office space we built with future needs in mind had been made into vaults ("special vaults" we should have called them) with ceilings which would permit the use of the rooms for offices later, but requiring that windows be cut through the walls when we wanted to use them. What happened was that my staff has now been cut down to fit the space not taken over from us, with the result that I don't have enough peoble to min the desk. What with vacations and one member of the staff out all summer, I have had to work overtime and on holicays all summer so that now I am at the point of ethesation. The novie it not be a good tapic to discuss this point of archives buildings for archives only, and how to beat other people's housing shortages, from the architect's point of view? That hald be one good topic.

In your committee ork I think you should stress county buildings more, along the line of my July editorial. I understand that some of my readers have been shocked to the marrow by my publication of chadeacake. I maintain that if a gird has to class up a lader a dozen times a day in front of church house loafers, the archivists ought to be shocked enough to do something about it, and their attention should be called to the fact that hobody, men or women, ought to have to climb ladders after records. I could retire in luxury if I had a dime for every ladder I have clambed in my day! The joint is, lots of court houses are on/ the priority list for jost- 0 P A construction, and I thank county officials would be grateful for suggestions.

There are no news notes about I lineis archives developments. As I reported last year, plana for the completion of the Illinois State Library Building of which the present Archives Buildings is the first unit, have been frown and asproved, and the building has been listed as one of the post-war projects, though no appropriation was made for this biennium. I have not been a prised of budget plans for the next biconium. The pressing need for more vault space for departmental use is building up sentiment for the addition, but so for as I know the building is still not in the first Several counties are planning nea court houses. Adams County (Quincy) has voted for a new building to replace the old court house which was practica ly wrecked by a tornado about a year and a half ago. Sangamon County (Springfield) voted down a bond i sue for a new court house in the spring election, but the matter is to be resubmitted in November of this year. The State has a propriated \$600,000 for the purchase of the pre ent court house, which was the old Capitol, which it proposes to restore as a Lincoln shrine. Several other counties are voting in November on new court houses.

Sincerely.

EDITOR

P.S. The American Archivist paid for 5 colies, without covers, of your article and you here to be billed for the rest.

pr. Oliver W. Holmes, Program Asviser
The Mational Archives
Washington 25, P.C.

Dea. Dr. Holmes:

Yes, I do want an article on the Cuban archives, theluding at least one exterior and one interior view, one or two floor plans, a photograp h of the archivist and a brief biography of him. I think our readers are entitled to know something about their honorary members and the institutions they represent.

I hope you are getting away in time to avoid our present cold wave.

Thank you for sending me Mr. Claus! correct address.

Sincerely,

MANAGING EDITOR



The National Archives

Mashington, D. C.

OFFICE OF THE ARCHIVIST

May 6, 1946

Miss Margaret C. Norton, Archivist Archives Division State Library Springfield, Illinois

Dear Miss Norton:

As you probably know by this time, at Dr. Buck's request, since he had to be out of town, I served as a member of the oral examining board for the library and archives examinations given here Saturday, April 13, by the Illinois Civil Service Commission. It was an interesting experience and I have been intending for some time to write you informally about it -- if it is not improper to do so. I fear my ratings may not have helped much in making a choice, for I found the candidates about equal when one summed up their strong and weak points. Both of them were former Illinoians who were somewhat interested in getting back to their native State, which probably accounts for their special interest in taking the examination. Miss Hartsook may take herself out of the running, for she came in here several days ago to inform me that she had passed an examination given by the War Department for services with Military Government in Germany and the Department had asked her to come to see them about a position -- she has been interested for some time in going over there. She has a Ph.D. in German literature and knows her German thoroughly, having once befor spent a year in Germany. I do not know definitely though that she has accepted any offer there. Gahl was somewhat handicapped in taking the examination, as he told me, because he received the notice for it only the evening before and had no opportunity to prepare for it. Apparently he had been moving around in town here and it had been forwarded. He has just recently returned to our staff, and because of his several years in military service had not been able to keep up in his reading on archival developments. He impressed us all very favorably, however, in his oral examination.

I looked briefly at the questions of the written examination and found them very interesting indeed. The examination seemed a stiff one, but in no way unreasonable. Both candidates complained of the questions relating to Illinois laws, regulations and practices, for which they apparently had not prepared themselves especially—although I think that they should have done so. They certainly had plenty of material available to them in your many articles in Illinois Libraries and elsewhere. I would have liked very much to have kept a set of the examination questions to show to Dr. Buck and Dr. Posner, but was told that they must all be returned. Dr. Buck intimated that he would like very much to see them if it is permissible for you to send them to us. We can of course return them to you if you desire, or we can keep them here under

restrictions as to access if you wish.

I understand that my paper, read at Annapolis, is to appear in the April number of the American Archivist. I feel very sorry that McCain could not have revised his remarks so as to have a paper on his experiences in Italy in the same number. Although I understand the stenotyped transcript of his remarks was destroyed, I had hoped that he might be willing to write out something for publication. Have you been in touch with him and asked him to do so for a later issue of the American Archivist? I should think he would be glad to have the story recorded somewhere and he might consider doing it if he felt that it was really wanted—a personal letter from you might do the trick.

Sargent Child is now back from Germany permanently and is preparing a final report of his year's experiences there in charge of the archives program. I suggested to him that when his report is finished he use what is appropriate of its contents, and perhaps add to it somewhat, to prepare an article on the subject for the American Archivist. He will probably need some special prompting to undertake this and you may wish to write a letter to him asking for such an article. His home address is 2161 N. Lincoln Street, Arlington, Va. He has enough material in his experiences for several articles, of course, but he is busy and does not write easily and needs some outside prompting.

I saw Dr. Buck's correspondence to you recommending that my article on "Federal, State, and Local Intergovernmental Relationships as a Factor in Planning Archival Institutions and Buildings" be published in the American Archivist, and Dr. Lokke has also talked with me about the matter, indicating that you had expressed interest in it. I fully intend to revise this article and add the necessary footnotes in the next two months and try to submit it to you in time for publication in the October issue, if you wish to use it then. You may not want to carry two of my articles in the journal so closely together. You can, of course, hold it for later publication if you wish, or can reject it entirely without hurting my feelings in the least. I am afraid that most of your articles are still coming from the Washington area, because most of the writing seems to be done here. The only remedy to this as I see it, if members outside of this area do not like it, is for them to busy themselves and do some writing on their problems and experiences.

Yours sincerely,

Olive W Hohnes

Oliver W. Holmes Program Adviser

1105 South Second Street Springfield, Illinois May 11, 1946

Dr. Oliver W. Holmes Program Adviser The National Archives Washington 25, D. C.

Dear Doctor Holmes:

Your comments on our Civil Service examination, which you were kind enough to supervise, are very interesting. I have not heard which of the applicants passed. I helped the Civil Service Commission go over part of the examination papers; that is, those parts which contained essay material or indicated whether the person had sufficient grasp of the fundamentals. It looked at that time as if three people had passed the examination. Later one of these three, a member of my own staff, was notified that she did not pass the examination. However, she was probably ruled out because she did not have the educational qualifications. That would leave one Washington person and one Maryland person in the running. I suspect the Washington person who passed may have been Miss Hartsook. If so, she may, as you indicated in your letter of May 6th, take the other position. Of course, I was not informed by the Civil Service Commission as to the names of the people whose papers I was grading.

Unfortunately, I have been unable to obtain a copy of the examination for myself, much less for you, because these are confidential; in fact, I did not see all of the questions, although I wrote most of them. I tried to eliminate as unfair all of the questions which would require an Illinois background, but I know of one, and there were possibly others, which finally crept into the examination. We did not expect that any one person would be able to answer all of these questions but were able to judge how much in general the applicant had thought on archival matters. I was particularly anxious to get questions which tested the applicant's judgment, because after all, that rather than book knowledge is the essential. I was rather surprised and appalled at some of the things which people fell down upon. For instance, not one of the seven papers had any grasp of the essential differences between European and American archival theory and practice. I would have thought that anyone who knew anything about archives would know that. Not one was able to produce an acceptable calendar entry. Of course, most of us do not do much in the way of calendaring manuscripts, because it is too time consuming. The calendar is still, however, the basic tool for historical manuscripts, especially early correspondence which has to be treated from the

subject angle. I included that question because I thought possibly someone from an historical society would take the examination. I did not expect anyone from the National Archives to be able to answer the question well. I was surprised, however, that most people showed no indication that they even knew what a calendar was. One person gave a list of the items to be put in a calendar but did not calendar; a second person summarized the document but gave none of the bibliographical details; the rest simply did not know what a calendar was.

One reason why the examination was made so stiff was that it it was our thought that within from five to ten years I shall be retiring and that we would like to get someone for Assistant Archivist who would gradually take over my work and who would step into my shoes when E leave.

Sometime when I get around to it I will try to jot down some of the types of questions which were asked. I think they would be useful, particularly to Doctor Posner, because I do not think he has yet has a basic understanding of the work of the average state archives department which usually combines the historical library and the archives. The people with whom he comes in contact chiefly are you people at the National Archives which is made up of groups of specialists, whereas we people in the state have to be jacks of all trades. I am looking forward to Doctor Posner's spending several days with us during his summer vacation.

I am looking forward to receiving your article on "Federal, State and Local Intergovernmental Relationships as a Factor in Planning Archival Institutions and Buildings". I think it might be well to work into that some of the discussions at your recent staff meeting in which you discussed some of the shortcomings of the National Archives building. That was a stimulating discussion, but of course it would be impolitic to print it in The American Archivist; however, there may be points which could be used in your article. I am also wanting Sgt. Child to report on his experiences in Germany. I shall take this up through Carl Lokke, as it is my custom to solicit articles chiefly through his committee.

Sincerely,

Archivist

mcn:lk



OFFICE OF THE ARCHIVIST

The National Archives

Washington, D. C.

December 31, 1946

Miss Margaret C. Norton, Editor The American Archivist 1105 South 2nd Street Springfield, Illinois

Dear Miss Norton:

We had a very good joint luncheon of the Society of American Archivists and the AHA in New York last Friday and I am sorry that you could not be present. Dr. Buck intrusted to me the task of arranging the program and I was fortunate in getting Dr. Spaulding of the State Department to present a paper on "Records and Record Keeping in International Government," and in getting Bob Claus, at present Acting Archivist of United Nations, to speak more briefly on "The United Nations Archives." There was an attendance of about fifty-five. Dr. Buck, who presided, said that he felt both papers should be published in the American Archivist if their authors had no objection. I am, with Mr. Claus' consent, enclosing his paper for publication if you wish to use it. I have not yet talked with Dr. Spaulding since the meetings, but will get a copy of his also and send it to you if he will permit.

Both Claus and I, and Trever also (who read this paper this morning) feel that this statement should be gotten into the April issue of the American Archivist, if possible, because of its timeliness and because much of the information will be out of date if it must wait until July. Indeed, Claus said that if it cannot be published in April, he would much prefer to prepare a revised version later for any subsequent publication. It is not long, so I hope it can be squeezed in somewhere, although I understand you have at present plenty of material on hand for the next few issues. Of course, it would be nice to publish Spaulding's paper in the same issue, but this will be about two and one half times as long, and I realize that may not be possible. It was a very good paper and I will try to get a copy of it to you in the next few days.

With my best wishes for a very happy and successful New Year,

Yours sincerely,

Oliver W. Holmes Program Adviser

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Mr. G. Lanctot, Deputy Minister Public Archives of Canada Ottawa, Canada

Dear Mr. Lanctot:

Mr. Raymond Douville's article entitled "Bref apercu sur les Archives des Trois-Rivieres" has been accepted for publication in THE AMERICAN ARCHIVIST. We are very grateful to you for your cooperation in securing this article for us. Since the Society of American Archivists embraces Canadian archivists as well as merely those from the States, we are anxious to publish articles which would be of interest to you people also.

You may be interested to know that the feature which has proved to be the most successful innovation of the Illinois State Archives; namely, the separate series of Departmental vaults, was taken from a suggestion found in the report of the Dominion Archives for 1912, if I remember the date correctly. We had had the problem here of losing too many documents filed in the Archives which had to be loaned back to the departments of origin. We had no way to enforce their return to this office. Our Departmental vaults are allocated to the various State departments for the housing of permanent records which need the physical and moral protection of the Archives Building, but which for various reasons the departments cannot release complete jurisdiction to us. We exercise a censorship over the type of records which the departments may file in their respective vaults, and we keep the keys to these vaults at our Reference Desk, issuing them only to authorized Departmental clerks. The records once put on file in the Departmental vaults may be removed and returned by the Department without any intervention by us. When we issue the keys we require the clerks to sign a clip accepting responsibility for the return of the key to the Reference Desk. These slips are sent to the Department heads monthly so that they may check as to who has had access to their vaults in the meantime. The system has proved very satisfactory.

It has not been our privilege to meet you at meetings of the Society of American Archivists. We hope this year with travel restrictions between our countries lifted you will be able to

attend and to become acquainted personally with the archivists who have reason to be so much interested in your institution.

Sincerely,

Maitor

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Dr. Gustav Lanctot The Dominion Archives Ottawa, Canada,

Dear Dr. Lanctot:

Doubtless you have seen Dr. Grace Lee Nute's review of your 1945 report in which she expresses a wish that you would share with American archivints some of the secrets of your success in achieving results at the Dominion Archives. Certainly every scholar or archivist from the States who has ever had the pleasure of visiting your department comes home loud in the praise of the efficient service you have given them. I remember with especial pleasure my last visit there some dozen years ago when the Late Sir Arthur Doughty was still living.

In recent months the American Archivist has had occasion to call upon you for assistance in getting us an article about the Trois Rivières archives, and we are grateful to you for getting M. Douville to write the silendid article for us. Now we approach you again, asking if you cannot write something for us along the lines suggested by Miss Nute?

We are very sorry that you were not with us at the recent meeting of the Society of American Archivists at Washington. It has been several years since any of our Canadian friends have been able to come, and we miss them.

Sincerely,

MANAGING ESITOR

DEPUTY MINISTER'S OFFICE



Ottawa, November 13, 1946.

Miss Margaret C. Norton, Managing Editor, The American Archivist, Archives Department, Illinois State Library, SPRINGFIELD, Ill.

Dear Miss Norton,

I have your letter relating to an article about the Canadian Archives. How much space would you devote to such an article.

Yours very truly,

G. Lanctot, Deputy Minister.

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1105 South Second Street Springfield, Illinois March 13, 1946

Mr. Emmett J. Leahy Consultant on Records Remington-Rand Corporation New York City, New York

Dear Mr. Leahy:

Doctor Buck writes me that he has appointed you Chairman of the Committee on Institutional and Business Archives. As you know, I am taking over the Editorship of The American Archivist beginning with the July issue.

While Mr. Hausdorfer was Chairman of your committee, he had planned for a manual or series of manuals for persons undertaking the care of institutional archives. I am hoping that your committee will go on with this subject. I am particularly interested in getting articles on various phases of institutional and business archives. If you see opportunities for getting such articles written, please let me or Mr. Carl Lokke, who is the Chairman of the Committee on Getting Archicles for the Archivist, know. We might even consider devoting one issue of The American Archivist to one of the manuals if the Editorial Board deemed it appropriate.

I am starting a new section in The American Archivist to be called a technical section. This will be devoted to notes on all sorts of technical matters which do not rate separate articles—equipment, methods, record materials, etc. I did consider asking you to act as the editor for this section, but I presume there might be some question of a commercial slant. However, it occurs to me that as you go about in your work you will notice a number of things which would be good material. I would very much appreciate your passing on the information to me or to my technical editor, when and if that person is appointed. You need not write up the information, but just let me know that there is an idea on such and such a character in such and such a place. We can then follow through.

No one connected with Remington Rand out in this section of the country seems to know about your appointment. Remington Rand have had one of their filing experts, Miss Williams, here in Springfield working with various State departments for several years. Just between us, I should think there would be a good chance for you to break in here through Miss Williams. Our State departments often ask me for advice on the reorganization of their records. Frequently what they need is someone to move into the

department and make a detailed survey. Miss Williams is an expert filing person, but I do not always agree with her advice from an archival angle. I do not mean to imply that I am dissatisfied with what she is doing at all because I think she is doing a fine piece of work; I am merely suggesting that this would seem to be a place for a records consultant like you to be called in to give advice. Maturally, what I have said in this paragraph is not for publication, but is for your own information.

I have asked Mr. Lokke to try to get an article by one of the filing service bureaus of the country on just what services State departments can secure through the employment of filing experts. I have suggested Miss Levender of Remington Rand and Miss Bertha A. Weeks of the Chicago School of Filing. Possibly a good follow-up article would be one by you explaining in a non-commercial way what you can offer or rather, what a records coordinator or whatever you might want to call it, could do. I assume, however, that you wish more experience in the commercial field before undertaking such an article.

Sincerely.

Editor-Elect THE AMERICAN ARCHIVIST

mon:lk

March 19, 1946

Miss M. C. Norton 1105 South Second Street Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of March 13, 1946. I have some high hopes for the Committee on Institutional and Business Archives. I plan to work up a liaison with the Committee on Archives of the AHA of which I, like yourself, am a member. I also plan to get in touch with Hausdorfer. Cappon has sent me some of the back files and I am going over them shortly.

I previously heard that you had consented to take over editing the American Archivist. It was very good news to many of us who felt that a change in the American Archivist was in order. Concerning articles, I should like to make two suggestions at this time. I think Mr. Robert Shiff, who is Director of the Navel Records Management Center at 80 Varick Street, New York City, ought to be literally compelled to write up his experiences in establishing and operating that Center.

Bob has just joined the Society of American Archivists. I think he'll be one of its most brilliant younger members and in his present job he has had extraordinarily intensive experience. You and Carl might bear this in mind.

I also think that your plan of having someone do an article describing one of the filing service bureaus in the country and what type of services they can give is an excellent one. The Records Analysis and Installation Department of Remington Rand in length of experience and scope of operation is unique. They handle hundreds of accounts annually with analyst and installation personnel like the Miss Lavender you know. I think you'd be startled at the volume of business of this kind that is done annually. Walter McDowell has headed up this Department for many years. I think he would be an excellent one to do your article. I have talked around the advantages of it with him and he would be willing. Let me know if you want me to take this any farther and I'll be glad to do it.

There is a purpose behind Remington Rand people in your area not seeming to know about my appointment. While we are running one job in the middle west, all our other jobs at the present time are in the east, and our initial plan is to develop in New York and Philadelphia first, Chicago and Detroit thereafter, and then spread out.

I should like very much to do an article along the lines that you mentioned at some future time. I'd like a little more time than the four months I've had in the tremendous field outside of the government.

Sincerely,

E. J. Leahy

hf

THE ARCHIVES

OF THE

UNIVERSITY OF NOTRE DAME

NOTER DAME, INDIANA

OFFICES IN THE

November 18, 1946

Miss Margaret C. Norton Managing Editor Archives Department Illinois State Library Springfield, Illinois

Dear Miss Norton:

I have been holding your letter of October 19, hoping that I could give you some word about an article resulting from my investigation of Catholic Archives. However, I have been so busy that I cannot promise anything at the present time. If I get a break this winter, However, I shall write up the results of my investigation and submit it to you. You may not find it worthy of printing but, havingmade the investigation, I think I should draw up the results. One reason I hesitated was because of Mr. O'Connor's article which was published in the Catholic Historical Review. I believe that I can write a better one from several angles. In the meantime, I appreciate your interest, and I hope that you are continuing to enjoy your marvelous success in your work.

Sincerely yours,

Thomas T. McAvoy, Os.c.

University Archivist

TTM:1s

1105 South Second Street Springfield, Illinois April 23, 1946

Mr. Virgil V. Peterson, Associate State Archivist Division of State Archives State Museum Denver 2. Colorado

Dear Mr. Peterson:

Since Mr. Brayer indicated that he was about to take off at the time he wrote me on April 17th, I am answering his letter of that date by writing to you.

He asked where to draw the line in writing a checklist of State documents -- whether to include mimeographed and typewritten reports. information bulletins, broadsides, posters, etc. My answer would be that I think all of these things should be kept as a part of the archives of the department. I would not include them in a checklist of departmental publications because you have to draw the line somewhere, and you are going to get into all sorts of complications if you try to include such ephemeral things. I would say that anything printed should perhaps be included even though they include such things as broadsides and posters. I would not include any typewritten reports or any mimeographed material unless that mimeographed material was published in an edition of an arbitrarily fixed size, say a minimum of 500 copies. In other words, where the mimeographed material was used as a substitute for printing, I think it should be included; where it was merely mimeographed because it was intended for limited circulation. I would not include it. Perhaps that is just an arbitrary way of selecting material and perhaps it is not followed by any office; however, it is my opinion as to how I would handle the situation myself.

It occurs to me that other states are probably struggling with the same problems in connection with the making of a checklist of their State documents. Would it not be interesting and worthwhile for you sometime to write a short article upon this subject for the American Archivist? This would include perhaps a summary of some of the ideas you have received from your questionnairs sent to other states, also a discussion of some of the problems of making checklists and some of the solutions which you have adopted.

I wonder if the manual published by the American Imprint Survey.unde WPA auspices several years ago has anything of help to you. Probably not, because they were collecting data on imprints of a date too early to have ephemeral literature a matter of concern.

I understand through correspondence with Mr. Lokke, the Chairman

of our Committee on Archival Research, that you have another paper in preparation for the American Archivist. I shall be looking forward to receiving it.

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

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cc: Mr. Lokke

1105 South Second Street Springfield, Illinois March 6, 1946

Dr. Rermann F. Robinton Division of Archives & History New York State Education Department Albany 1. New York

Dear Doctor Robinton:

Thank you for the copy of your bulletin. "For Solution of your Public Records Problem: A Central County Records Depository". We at Illinois are very much interested in the New York plans for central county records repositories. You specified a central county records depository in Montgomery County New York. We should be very much interested in more details on this; also on your Onendage County records survey of 1945.

As you have doubtless heard, I have been elected the new Editor of The American Archivist, taking the place of Professor Pease who has had to resign because of pressure of work. I am very anxious to print more material on work with local archives. Just at present I am thinking about a strong aditorial on the subject of records vaults in county court houses. No court house that I have ever seen shows any comprehension on the part of the architect of presumably the county building committee that fundamentally county officials are archivists and that the vaults should be the heart of a county building. The reason for that statement should be obvious: It is to the county officials almost exclusively that we entrust our proof of citizenship and property rights.

I sent a photographer to several of our more progressive counties last year to take photographs illustrative of the attempts certain county officials were making to better their physical care for records and the handicaps under which they are laboring. I have several illustrations which show how thoughtful officials are handicapped in their care of records by having to use the old fashioned county files because of the narrowness and height of their vaults.

If you have any ammunition to send along these lines or any suggestions for this editorial. I would very much appreciate getting it in the near future. Please keep The American Archivist in mind and send us all the suggestions you can about county archives.

Dr. H.F.Robinton 3-6-46.

One of the features to be inaugurated is a department on technical information; that is, points on technique which will be helpful to archivists but which do not rate a formal article. I am hoping to be able to introduce illustrations and drawings in this section.

Since Kenneth Blood left us the first of May last year we have been unable to do anything with our county archives extension work. A Civil Service examination has at last been called and applicants must file with the Civil Service Commission before April 1st. We are very anxious to get just the right person for this job. Do you know of anyone who would be interested, and if so, would you please either let us know or tell them about the position?

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

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Ormers (hehiret 1105 South Second Street Springfield, Illinois

March 19, 1946

Mr. Hermann F. Robinton Division of Archives & History New York State Education Department Albany, New York

Dear Mr. Robinton:

Thank you very much for the data you have sent me in response to my appeal for help in writing an editorial on county records vaults.

I am particularly interested in the specifications for fire resistive record vaults for protection of records against fire. I am wondering if this would be suitable for publication in the American Archivist. So far we have not published specifications, but it seems to me that such things are quite suitable for our technical section. I did decide to publish this, giving of course credit to the New York Department, would it be agreeable to you people for us to do so? I think also some of the other literature which you sent might from time to time be included.

More people who have written to me about the American Archivist have asked for useable material on county records than on any other one point. I hope you people will keep us in mind and supply us with articles or even fillers on the subject from time to time.

Thank you for your prompt cooperation.

Sincerely.

Editor-Elect THE AMERICAN ARCHIVIST

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postage affixed

THE UNIVERSITY OF THE STATE OF NEW YORK THE STATE EDUCATION DEPARTMENT ALBANY 1

DIVISION OF ARCHIVES AND HISTORY
ALBERT B. COREY, STATE HISTORIAN
DIRECTOR
UNOFFICIAL

SUPERVISOR OF PUBLIC RECORDS
HERMANN F. ROBINTON

September 18, 1946.

Miss Margaret C. Norton, 1105 Second Street, Springfield, Illinois.

Dear Miss Norton:

I expect that this letter coming from me at this late date may be something of a surprise! I know that it is to me for I started this letter several times but never seemed to manage to finish it. If you may recall my last bit of articulate correspondence, I did promise to sit down and write you a long letter in which I could recount at leisure my progress through life. Of course, I mean the archival part of me; I should spare you the rest.

Mea culpa! I know that I have behaved rather badly, and please damn me if you will! If you do, you will be in good company; for all my friends, and most of them love me, feel the same way about this "letter-less" me. In fact, a few have at times thought me dead and conveniently accounted for at St. Peter's side taking care of his records. They were unkindly and disagreeably surprised to discover me alive later. Were I a kind individual, I suppose that I should have stayed dead! But it would need a heavy tombstone to keep me planted for good -- meaning of course the general good, or welfare.

The trouble with me be several reasons. First it be me ! Let's not go into that for it is at best an unpleasant subject, though like other people I do like to talk about myself. The second reason is that I still possess that heritage from my college teaching days when all spare time must be devoted to preparation and in a field like history this as you well know could be an endless task in itself, or "keeping up with the latest things in the field" - another "infinite" job at best. The trouble with this attitude is that when you do not feel in the mood, possible more times than suspected, then you do nothing. You feel that if you were to do something, you ought to be doing the attitude matters; and when you do not want to do that, well you do nothing. And what a terrible job you have doing nothing, for you are not comfortable at all annoying yourself with the mental twist and torture. The third and more important reason is that I am trying to do a ten man job. And, in truth I am managing things nicely despite the symbiotic kindness of my colleagues who are most distressed at my progress.

I made up my mind when I came on the job in 1942 that I was going to devote myself to finding a solution to the subdivisional records problem in New York State. I talked to you in Richmond about the regional scheme. I was still finding my way. In 1943 at Princeton, I talked to the meeting about my plans. They were pretty clear in my own mind. Then I needed the grass-roots knowledge of the subdivisional problem. I was getting same

of this right along but I wanted more. I wanted to get my hands real dirty, know the smell of the damp highway barn"vaults", and learn the climate of opinion of the officers and boards. In 1944, before Corey came on the job, I had pretty much made up my mind what I wanted to do and how I was going to do it. It was to sell the regional scheme via the first step the county depository. When I was sure that all my attempts at getting into the service were nil. I borrowed some money and got myself a very old car and set forth to sell my idea in Onondaga County, (the central county in but the City of Syracuse be located). It was the survey first and then the points of my argument.

I realized that I would have to do the job all alone. I couldn't count on my colleagues for help or advice, for they knew nothing and still know nothing about my problem or its solution. However, they are ready to pronounce themselves experts. You see, Miss Norton, I was going to definitely take the road of obscurity until I could actually come up with something positive in my work. Articles and making a professional reputation through hot-air in printed form did not interest me. I had seen too much of that in my college teaching days. Too many lists of meaningless publications like too many degrees without any further research are all too common. The mutual admiration crowd did not interest me; for my peace of mind in my way I sought the psalmist.

True I did some publishing, but that was in a limited field. The American City was ready to give me space and watches for occasional bits now and then. The Association of Towns, a powerful organization with 832 towns out of a total of 932 in the state as members, is behind me and ready to give me space. My last article for them which was a brief version of my New York History "Regional Plan" received their editorial endorsement. The last bit was my campaign literature selling records care and the depository in the county as a step to my eventual regional plan. I wrote up in advertising style, using repetition, economy, and everything but history — keep us from historians: I thought that the style which manages to sell scap may be used to sell records. I kept it from Corey until it was mimeographed and ready to be sent out. I was afraid that with his meagre background in the field and his lack of knowledge of handling these people, he might exercise his authority to kill it. It helped me immensely with local officers.

Well. I visited every town and village in all of Onondaga County and then went on to do the City of Syracuse and the County offices. guess that I handled more records than anyone in the County. The next step was to get my reports written and here I just had to have clerical help. I was and am still my own typist. I went down to see the Associate Commissioner, I could not get Corey to help with anything except that negative administrative kindness. I got some temporary clerical help to get my reports typed. This was done upon the order of the Associate Commissioner. Then with my reports I went to see the County and town officials that I had preached to and understood the problem and were ready to help me. Their advice was to get a committee of the County Board of Supervisors to investigate the whole matter and make recommendations. They assured me that it could be arranged and they would back it. The committee was appointed in July (see; the newspaper accounts and the editorial endorsement of the scheme as attached to the saving of an old landmark -- a good building for a beginning.) Another meeting followed in July, later, just the first get-together, (see: the second clipping).

(I am determined to get this edition of my letter written. I began it in my friend's office on the lovely 24th floor of the State Office Building, and I am now back in the rooms, called my temporary home, and at it again. What began thus at 8 p.m. is resumed at 10.10 p.m.)

At lunch the day of the second meeting, July 23, after a couple of drinks to help loosen tongues, the Chairman of the Committee looked over at me across the table and asked me what was bothering me, for I was probably my natural worried self. I told him that I wondered whether I could manage \$30,000 for alterations of the old building. He smiled and said that I had nothing to worry about. Since the Chairman of the County Board had given me the Committee, I had evidently sold him on the idea. Otherwise he would have kept me going, stringing me along and nothing would have happened. Like Miss Rogers at Harrisburg, he thought that I was wasting my time in this business for I could be making money selling widgets or something better than this records business. However, I told him that I liked selling records and getting a great kick out of knowing people like him, etc. I imagine that he was telling me the truth.

There is to be a dinner meeting for the evening of October 1. This was suggested by the Associate Commissioner. And besides Corey he suggested that the State Librarian and the State Museum Director join thus to make it a general affair. Dr. Gosnell, the State Librarian, and Ed Sheehan, the Montgomery County Archivist, are my mainstays. Both are experienced men and are able to afford me real assistance. The Associate Commissioner is giving me all the cooperation for he wants to see this thing go over. It is a real opportunity to make some records history in this State.

I should appreciate if you would use some of the material of the clippings for the news notes in the American Archivist. I got a great kick out of the notice that my little release which I mailed to you in March received in the issue of the journal. I shall tell you more about the whole affair when I see you in Washington this next month. You will amused at the pettiness of some of the business. I do not care, I am going to see this Onondaga-Syracuse depository through despite the annoyance of small people. It is hard with all my own work to do and even type. I am a poor typist. Corey was indeed surprised when I emerged with the stuff after the three months of clerical help. If I could have kept the help! I suppose that it could have been arranged by my director, if he had been willing! It is a case where success is not wanted; although the Division is ready and willing to claim my results. You noticed that I was not at the last meeting. I wanted to go, but there was not enough out-of-state travel money". I am definitely going to Washington.

I need your help. I am grateful for any assistance. One thing is that I do want to get the thing, i.e., my experience written up for the American Archivist, just as soon as it is ready and finished. I want your promise of some space. Actually I think that my experience in putting the scheme over will be of some help to others. Next, I should like to clear all information, now that it is out of the doubtful stage, myself for the news notes. If you will let me know about the dates for various issues, I shall get the latest items to you. I was happy when I was accused by my office colleagues of being the author of the editorial in the July issue. I was glad to think that we could even in their minds seem to be preaching the same gospel.

Such comparisons make life easier for me. Reading some of the same philosophy convinces them of the merits of my activities. The newspaper clippings just make them see red. But I like that. After all they cannot deny the professional tone and authority of the American Archivist; it will be a matter of education. They may finally give up and get me the clerical help.

The next thing I want to do is an article on Ed Sheehan, the Montgomery County Archivist. Ed is my intimate friend and co-worker. Ed started the first county depository eleven years ago. He did not realize what it could be developed into until I began to use him as an example. My preaching the Montgomery set-up helped him in his owen community. In fact, he got one raise and may get another. I call him the "indigenous archivist". He is a real genuis, unschooled, but with all the right instincts. I could manage this article in the next two months.

Then, I have a whole list of requests! Another real person is Charles F. Gosnell, the State Librarian. He is a younger man. You probably know of him because of his role as a librarian. He came to the State Library from Queens College. He taught in the Columbia University Library School. His field is library administration. He is putting the State Library on the map. Recently he has become interested in the subject of the relationship between state libraries and archival agencies. I suggested that he perhaps give a paper at the Washington meeting on this subject: State Libraries and State Archives. I do not know the chairman of the Committee on Program; I wonder whether you could suggest it to the Program Committee. It is a timely subject especially now with activities under way in various states. I know that he has been making a survey of the various states and has a good deal of information on the subject. It is the sort of subject that would make for good discussion. You realize that it would be difficult for me to do this because of my present position. But I think that we ought to have this topic on the floor now for consideration. You may write to him directly about this possibility. His address and title: Dr. Charles F. Gosnell, State Librarian, New York State Library, Albany 1, New York.

Lastly, because of my work on the National Fire Protection Associations's Committee on the Protection of Records, I was appointed chairman of the subcommittee on the protection of public records. I had previously suggested that this Committee work with the Society of American Archivist the Municipal Finance Offficers Association, etc. I want you to join me on this subcommittee. There wouldn't be much work entailed. Perhaps reading an occasional release and some advice, you do not have worry about the time that will be involved. I promise you that ! May I include your name here? So far I have asked Burt and Boniface; Boniface is secretary of the Safe Manufacturers Association and a member of the NFPA parent committee.

Forgive me this typing and all the requests. I guess that I am about to emerge from my obscurity and ready to help others with any advice based on my own successful experience. I think that this is enough of a long letter. With my kindest and best personal regards,

As ever,

Robinton

Perhaps it would be best to address my mail: "personal".

Topsing is nother hand on my tiled self. I must be up at 5,30 a.m. to-mount for a this ment!

Onondaga County to Study Need for New Archives Building

Supervisors' Chief Will Name Group For Survey of Plan

Construction of a suitable building for the safekeeping of Onondaga county's public records, city and towns, will be! made the subject of study by a special committee to be appointed by Chairman Edward O. Yackel of the board of super-

To Be Mixed Group

Yackel said yesterday that he expects to appoint the special committee at Monday's meeting of the board. He said that it will probably be a "mixed" committee composed of representatives of the board of supervisors and county and city officials.

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The proposal for a building to house the county's archives came from the state more than a year ago, the chairman said, when the country was at war, but with > many more important problems confronting the city and county, " received little attention. County and city officials recognized its merit and appreciated the need of providing better facilities for storing the vast number of old and valuable records

STATE PROPOSAL

The plan proposed by the state is to select a suitable and convenient site outside the city for the construction of a fireproof building designed especially for the purpose for which it will be used and equipped with fireproof and burglar proof vaults.

The building would be placed in charge of a staff of three persons. two guards and a "librarian"-or a person serving in that capacity unselected-who would have complete

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a site outside the city, the state suggests that it could be purchased for a nominal sum.

The plan to erect the building outside the city is said to have been received coolly by city and county officials who have expressed the opinion that it should be located in the city and not far distant from the courthouse. In the opinion of most county officials, plans should be made to have all county buildings well grouped in close proximity to the courthouse

OLD COURTHOUSE SUGGESTED Some of the more historically minded have suggested that the Reclassification of Workers Submitted to Supervisors 7/2 144

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SYRACUSE

Group to Pick Records Building Site

EDWARD O. YACKEL chairman Traister, Salina; John Brown, Vanauditr, and Julian W. Edgecomb, of the board of supervisors, is Buren; Fred White, 10th Ward; clerk of the board. scheduled to name a committee to Eli Gingold, 15th Ward; and J. Mil- Yackel and Mayor Costello would study possible sites for a county som Richards, president of the serve as ex-officio members. The On 828 Cars records building at this afternoon's Common Council. John Bachman, election commissioner and former records building would house city, records building at this afternoon's Common Council: John Bachman,

He will recommend supervisors president of the County Bar Asso- county and town records. The state

THE SYRACUSE Traffic Safety meet ng of the board. George Down secro; theorge L. ciation. Oliver S. Cane, county has suggested it be outside the city. Check ended Sunday with a total

but some believe this would be inconvenient.

Safety Check

FRIDAY JUNE 28 1946

Old Court House for Archives Building

The aggestion of Chairman Yackel of the Board of Supervisors that the old Court House building in W. Cenesee st., be used as the permanent Onondaga County archives headquarters is sensible.

The State Government has urged erection of a special building for permanent filing of all important county, city and town records. There is no question that such an archives' headquarters is needed, for present filing systems are entirely inadequate. Many valuable records, for example, are now stored in the basement of the present Court House building, not far from large boilers, where they are always in more or less danger.

State officers have proposed that a simple, fireproof archives' building be constructed outside the city limits in one of the towns where a site could be acquired at moderate cost. But it is obvious that if an archives' building were available near the heart of the city it would be much more convenient to the public.

The old Court House building would seem to be the answer to the problem. This structure is located on W. Genesee st., a short block off the Salina st. main thoroughfare. The property is owned by the

Building Planned For Public Records

ONONDAGA COUNTY will construct a special building to house public records of the county, city

In announcing plans for the building, Edward O. Yackel, chairman of the Board of Supervisors. said he will appoint a committee at Monday's meeting to study the plan In add tion to representatives of the board, the committee will include county and city officials.

According to Yackel, the state proposed erection of such a building more than a year ago. The state's suggestion was for selection of a site outside the city and for construction of a fireproof building with fireproof and burglar proof

City and county officials, however, are said to favor a site with-In the city limits, not far distant from the courthouse. At the present time most city records are kept in the basement of city hall, with county records stored in the basement of the courthouse, and town records kept in various places.

For Survey of Plan

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To Be Mixed Group

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The proposal for a building to house the county's archives came from the state more than a year ago, the chairman said, when the country was at war, but with » many more important problems confronting the city and county, " received little attention. County and city officials recognized in merit and appreciated the need of providing better facilities for storing the vast number of old and valuable records.

STATE PROPOSAL

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The building would be placed in charge of a staff of three persons. two guards and a "librarian"-or a person serving in that capacity under whatever designation may be selected—who would have complete knowledge of the filing system used.

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for a nominal sum. The plan- to erect the building outside the city is said to have been, received coolly by city and county officials who have expressed the opinion that it should be located! in the city and not far distant from the courthouse. In the opinion of most county officials, plans should be made to have all county buildings well grouped in close proxim-

ity to the courthouse. OLD COURTHOUSE SUGGESTED

Some of the more historically minded have suggested that the old courthouse in W. Genesee st., now used by the county OPA control board since it was vacated by the board of education, be remodeled for the storage of the county's archives.

At present county records are stored in the basement of the courthouse and city records, for the most part, in the basement and other places in the city hall, while each town has its own records stored away in various places. None are kept in order where they are easily accessible and none are in fireproof buildings or vaults, it is said, with exception of the few stored in the vaults of the old Third National bank building acquired by the county more than a year ago.

Reclassification of Workers Pust - Stundard Submitted to Supervisors วาใจเมื่อ

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A volume of 113 pages, report chairman and Mayor Frank J Con-senting each tracks work by the tellows werve as ex-officio me in

The board a resolution ferred the representation to the said's extending the appendixment of bright civil service immittee for addy. Edward Van frame onsulting structure that the controlled geon at the courty have hospital Au- mires to Dec 1

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George L. Traister Salina, whose In anticipation & opproval of the secon as a member of the county

fers and recording; mise a cous, named to determine values of caseabstracts photostatic certificates ac-ment- for the ley creek www extension was evealed when the The reclassification provides a board outh and payment t \$270 line to successive promotion en to Veronica and Clarence Sain abling the fixing of compensation and \$500 to Least Colvin Nove.

Coal shoveling days are over for Harold (Pop) Welch business man A proposal to erect or provide a ager at the sanator um and havspecial building for the safe storing Mall superintendent of the county of county records under a filing home The board authorized County system that will make them easily Purchasing Agent Robert W. Solaccessible, was launched when linger to tradein automatic stokers Chairman Yackel named a commit- in the homes of these officials and

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council; John H. Bachman of the months, returned to his desk in the

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DWARD O. YACKEL chairman; Transfer, Salina (60); Brown Vanaudetr, and Julian W. Edgecomb the heard of a pervisors is Buren, Fred White For Wert derk of the board

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Safety Check

FRIDAY JUNE 28, 1946

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title off exchange proof that a so the frequent archave in alding he con-*tructed cut alle the cats counts an one of the foun where a site of Ad be acquired; n' mederate cost. Let it is obvious that if ru archives' timbling were available near the heart of the city it would be much here consenses to the paid.

The all Cent Hopf bulling world: from to be the answer to the problem. This stratume is located on W. Genescont, a short blick off the to line st. main therconditare. The property is ewied by the

If the cave provided this property or the state of the archive boulding process, the county could as area full cost of remodeling and fireproofing the interior, thus making it permanently available for safekeeping of all important records county, city and town.

The alternative would be to erect a new building at considerable cost to the public.

Building Planned For Public Records

ONONDAGA COUNTY will construct in special residence to home public to or boof the county, city. and teams

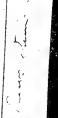
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ARCHIVE PLANNERS-County and state officials meet to discuss plans for a central depository for city, county and town records. Standing, left to right, E. S. Sheehan, Montgomery county archivist; Dr. Charles Gosnell, state librarian; Supervisor John W. Brown of Van Buren; Oliver S. Cane, county auditor; James H. Mullaley, director municipal bureau of research, and John H. Bachman, election, commissioner. Scated, Supervisor Frederick P. White, 10th ward; Supervisor George Traister of Salina, chairman of the special committee named to study the plan; H. F. Robinson, state supervisor of public records; Supervisor Fritz Campbell of Elbridge.

Initial Steps Are Taken To Set Up Depository For All Public Records

visors met with two state officials nearly 12 years. and Edward J. Sheehan, Montbom-ery county archivist, to discuss the were general, but possible sites

lation of irreplacable records of the meet with approval, the concensus city, county and towns in a central being hat it should be in the city depository or library has been under and as close to the center of county consideration for more than a year government activities as possible. and several weeks ago Chairman Yackel named a special committee to make a thoro study of the proposition and prepare a report for consideration of the board of super-

The committee is composed of Supervisor George L. Traister of Salina, chairman; Supervisor Frederick P. White of the 10th ward, Supervisor Fritz Campbell of Elbridge, Election Commissioner John H. Bachman, Supervisor John W. Brown of Van Buren, County Auditor Oliver S. Cane, Supervisor George L. Down of Cicero and Julian W. Edgcomb, clerk of the board. Chairman Yackel and Mayor Frank J. Costello are ex-officio members

Herman F. Robinton, state supervisor of public records and Dr. system and days might be required

Plans for providing a central de- were accompanied by Edward S. pository for all city, county and Sheehan, county archivist of Monttown records began taking concrete gomery county, the only county in form yesterday, when a special com- the state to set up such a depository. mittee named by Chairman Edward Mr. Sheehan explained the setup in O. Yackel of the board of super- his county and its operation for

proposal, came into the picture. The suggestion that a special building be matic storage of the vast accumu-

The old courthouse, in W. Genesee st., around which much Syracuse history has been entwined for nearly a century, was looked upon with much favor

Members of the committee were in accord that the time has come when the city, county and towns must find a solution to the problem of storage and preservation of their records and that it has been too long delayed. City records are stored or piled up in the basement of the city hall, easy prey to any sizeable fire that might get started in that part of the building and where they would be quickly destroyed by a break in the water

The county records are stored in a safer manner in the basement of the courthouse, but there is little vision of public records the infinity some of the old records brarian, came to Syracuse for the if needed. They, too, are exposed Dr. Hurmann F. Robinton Division of Archives and History State Education Department Albany 1. N.Y.

Dear Mr. Robinton:

One of the signs of approaching old age is a cynical disbelief in miracles. If you can put that Ononcaga County Archives Building across, even though you have to compromise with your ideal; as to the building, you fill have achieved simuthing that may have a revolutionary effect upon archival work in this country. Just hat would be the best may for The American Archivist to help I do not know. I should say that copies of theseness clippings as they stand would not be too good because there are too many to print as they stand. I should think the proper thing to do would be for you to send a news note to the effect that you are getting this publicity and have held the meetings with the county officials. as a news note, to the news editor, Karl L. Trever at the National Archives. November 1st is my dead-line for copy, but that gives you all this month for what has gons right now. (I want to know about that Oct. 1st meeting myself). you get the thing across all the local hurdles, I would say that you should subsit an article for The American Archivist. Of course I would have to be sure that the article had cleared with your superior officers, for I don't want to get into the middle of the apparently diverse thinking out there as to what ought to be done to further the archival movement in New York State.

Probably I have an entirely incorrect slant on the whole matter. I think I have heard both sides now and am confused as to why New York State does not need the entire program. Curiously, the Division of Archives and History which originally was supposed to be working with local archives is going all out for a State archives modelled after the National Archives, while the State Library thich has what is left of the bre-file state archives is sympathetic to ards your program for local archives. Personally I am sympathetic with both kinds of work. I have not yet met Mr. Gosnell, but Miss Pogers had a long visit with him at A.L.A. and came home very enthusiastic about him as a man of vision trying to work out a long range program. Mr. Flick writes me that he can see no conflict between the program of his department and that of the State Library. I hope he is right.

We haven't done a thing with the county archives situation since Mr. Blood left. We had no applicants whom we could take seriously. It is hard to find just the peculiar combination of aulities he had for the job, yet his approach was basically too positical, and of course he lacked the scholarly approach. I doubt if we are able to do anything with county records for a long time to come, so you have the whole field to yourself.

As to the article on your Montgomery County archivast, I think that could be helpful.

You will be interested to hear that I am to preside over one session which is to deal with local and state archival problems. Mr. Eddy will discuss the responsibilities of state archivant to toher state administrative officials and Mr. de Valinger will talk on the place of county records in a state archival system. Fr. Bahmer, chairman of the program committee wrote me about it; I suppose he chose the spkeakers. I hope Mr. Gosnell and you will join the discussion.

When I took over the editorship I amnounced that I would not serve on any committees during my term of office. An I eligible to serve on that National Fire Protection Association's sub-committee? If so, I blisve I should break my rule, for that organization was most helpful to me when we were building the Illinois Archives Euilding, and I should like to reciprocate in any way I can.

As you see, I also am my own stenographer - at least for The American Archivist. I lost my good stenographer last month and the one typist I have is too inexperienced a stenographer to bother with for the editor's correspondence - I can do it myself, albeit not very well, while I am showing her what I want done. Also I am so short-handed at the office that I cannot spare office time for this work.

Next week we are entertaining the 50th annual moeting of the Illinois Library Association here, and will I be glad when it is over.

I'll be seeing you.

Sincerely,

EDITOR

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RECEIVED

FEB 1 9 1946

1105 South Second is LIBRARY. A
Springfield, Illinois
February 19, 1946

Miss Helene H. Rogers Assistant State Librarian Illinois State Library Springfield, Illinois

Dear Miss Rogers:

As the new Editor of The American Archivist I have been instructed to revise the editorial policy of The American Archivist to make it a professional journal rather than the journal of a learned society, which latter has been the tendency of the periodical. Among the suggestions which have come to me from members of the Society of American Archivists is the following:

"I should like to see the magazine ... bring us the views of people outside the profession on archives. I think we need to know what the librarian, the historian, the legislator, and the business man thinks of our work. He may not tell us much about techniques, but he is an indicator of how well educated the public is regarding our work. Moreover, the outsider restores our perspective and often drops good ideas about where the emphasis in our work should lie."

We archivists have talked a good deal about what our relations should be to libraries.. I think it would be salutary if we had an article by a librarian which would give the reaction of that profession to the archives departments. The A.L.A., for instance, was wery sympathetic towards the creation of the Society of American Archivists and immediately appointed a committee on archives and libraries to serve as a coordinator between the two organizations. Some of the most aggressive archives departments are divisions of state libraries. Certainly the Illinois Archives Department has brought many headaches to you as Assistant State Librarian. You had an opportunity in 1939 when the State Library Law was revised, to get rid of this department, yet you agreed with me that it belonged in the State Library set-up.

Would you be willing to write for The American Archivist an article explaining why you feel that there

should be a close connection between libraries and archives—what can the archivist contribute to the librarian's program, and vice versa. This article should not probably be written specifically from the point of view of the Illinois State Library, but you have gone further in planning a broad State Library program than, I believe, any other State Library, and I think what you would have to say on the subject would be very stimulating to archivists. Of course, I will be glad to be of any assistance I can to you in writing such an article, but I want it to be your ideas, "let the chips fall where they may".

I realize, of course, how extremely busy you are at the present time. I would like, however, for you to give favorable consideration to this subject and write something for us when you can.

Sincerely,

Margaret C. Norton

Editor-Elect THE AMERICAN ARCHIVIST

men: 1k

OFFICE MEMO.

To. Miss nortin

On Wilson Rebeaux Bulletin

February 1946. (p. 418) Eugene C. Grayland has an article

on 'war archives in new

Zesland" which will

interest you.

Signed..

Date 23 76446

Jefferson Stationers, Inc

PRINCETON UNIVERSITY THE LIBRARY PRINCETON NEW JERSEY

Julian P. Boyd, *Librarian* Lawrence Heyl, *Associate Librarian*

13 December 1946

Miss Margaret Cross Norton Archives Department Illinois State Library Springfield, Illinois

Dear Miss Norton:

May I ask your pardon for a bit of officious meddling in what is none of my business? I fear my only excuse is good intentions, which I remember, pave the way to a bad place. I happen to have been in correspondence with our honorable member, Hilary Jenkinson, of the P.R.O. He told me that he had been to Italy recently to organize the archives which cover Italian Art now being collected again from the places where the Germans had taken them.

He informed me that his report would soon be published by the Stationery Office. I took the liberty of suggesting to him that I thought the editors of the Archivist would be much interested in what he had been doing and would want to see any brief account of his doings, or resume of his work. I added that we felt very proud of having him as a member of our Society. I thought I ought to report what I had done to you. You may if you see fit, allow the matter to drop, or if you think it promises something good in the way of an article, write to him directly.

Will you forgive me for venturing out somewhat over my depth.

Yours sincerely,

Henry L. Savage.
Henry L. Savage

e honorary

December 19, 1346

Mr. Henry L. Savage The Library Princeton University Princeton, New Jersey.

Dear Mr. Savage:

Thank you very much for calling my attention to Mr. Jenkinson's forchcoming report on his work in Italy. I have been trying for some time to get (a) an article from Mr. Jenkinson (he is better on promises than fulfillment, like most busy people: and (2) an article on the Italian archival situation (Fr. Mc Cain promised but has lost his notes). So, you see, your efforts to get Mr. Jenkinson to send something in for The American Archivist is not "officious meddling" at all, but just the sort of collaboration which the editor must have from all members of the Society of American Archivists if our journal is to succeed.

Again thinking you for your thoughtfulness, I am

dincerely yours,

Managing Editor



The National Archibes

Mashington, D. C. June 25, 1946

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of June 20. I shall be glad to supply you such notes on new equipment, processes, and the like as may come my way.

The article that you mention in infra-red and ultra violet photography as applied to archives would indeed be interesting and perhaps I can tackle it myself as soon as the heavy summer and fall scheduler is completed. I am just recovering from a session with the childish complaint of measles, in which I emerged a distinct second-best. On July 15, I shall leave for the West Coast, to return to Washington September 1, so after September I shall try to prepare some of the material.

Sincerely yours,

U.D. Tatz Vernon D. Tate Director of Photography July 3, 1946

Dr. Vernon D. Tate Director of Photography The National Archives Washington 25, D. C.

Dear Dr. Tate:

Your acceptance of membership on the Technical Committee of The American Archivist is a source of great gratification to me. Because you are such a very busy man I hesitated to even ask you if you would serve, but of course it is the busy people who get things done in this world.

I am also glad that you will be willing to do the article on infra-red and ultra-violet photography.

I hope you have a splendid vacation. You must be desperately tired after your long pull with the Navy. I am sorry to hear that you have been ill. You are the second archivist who has had measles this summer, the other being one of the men at Harvard. My own bout with German measles and an historical landlady some 20 years ago gave the final push to the campaign for a hospital here for infectious diseases. The doctors jokingly call it "Miss Norton's Memorial". I hope you had no serious aftermath from the measles.

Thank you for sending me the review of the refrigorator data book published in the News Bulletin in the Paper section of the National Bureau of Standards. If you could get the complete bibliographical citation on this, I would publish this as it stands in the October issue of The American Archivist.

Sincerely,

Editor

mon:lk

December 3. 1946

Dr. Vernon D. Tate The National Archives Washington, Db. P.C.

Dear Dr. Tate:

Lester Cappon forwarded your letter with his enclosure of Mr. "Ber's "Some Aspects of the Evaluation of OPA Records" to me, which reminded me that I have not yet congratulated you upon your new ap ointment as Librarian of MIT about which I heard in Washington and have since read about in Library Journal and elsewhere. I do feel proud that one of our archivists has been chosen for the geat honor and responsibility of the job. I know how much you are going to enjoy this because it is decidedly something to get your teeth into. I hoped to have a talk with you while in Washington, but only had a glimpse of you at one meeting.

This new work will not, I hope, interfere with your continued research in various aspects of photography, and above all, I hope it will not interfere with your continuing as a member of the Technical Committee for the American Archivist. I need you! Also, I would like to remind you of your promise to write something for us on the subject of infra-red and valuet ray photography as a placed to records. If you cannot do this yourself - but I hope and pray that you can - I hope you will help us to find someone else competent to do such an article.

it any rate, the best of luck to you, and may you find complete satisfaction in your new work.

dincerely,

MAHAG ING EPITOP



The National Archives

Mushington 25, B. C.

December 16, 1946

Miss Margaret C. Norton, Managing Editor The American Archivist Archives Department Illinois State Library

Dear Miss Norton:

Thank you very much for your letter of December 3, and I appreciate your comments on the new job at MIT very much indeed. The past three months have been hectic and I am sorry to have missed you at the SAA conference in Washington. I attended but one session, and that briefly, for I had to leave for Boston in the afternoon. I saw you at a distance but you were busy, as usual, and a subsequent opportunity did not materialize.

The new position will offer decided possibilities and of course my interests in archival work will continue. I am told incidentally that I may be appointed the Archivist of MIT, although I should prefer no announcement to this effect be made until it is formally released, which may not be until after I get up there and at work. In view of past performances on the Technical Committee, I am not at all are that my membership has been of any great use to you and the Society, although I plan to continue. President Buck has offered me the Chairmanship of the Committee, which I am somewhat loathe to accept in view of the heavy time commitments in prospect, but we can discuss the matter at length later, and I have not forgotten the ultra violet—infra red articles. They are basic, and if I cannot do them we will try to locate someone who can, and will have the time. Of course, for a while at MIT I shall be like a fish out of water without my laboratory, but that will be supplied in due course.

With best regards, in haste,

Sincerely,

U. D. Late 1 B

Vernon D. Tate



THE JOHN CRERAR LIBRARY 86 East Randolph Street

J. Christian Bay, Librarian

Kanardy L. Taylor, Chief of Public Service

Chicago, 1 June 12, 1946

Miss Margaret C. Norton Archives Department Illinois State Library Springfield, Illinois.

Dear Miss Norton:

Thank you for your letter of June 10.

ALA may wish to publish the papers of our meetings in the Proceedings. If not, I see no reason why consideration can not be given the American Archivist.

Lanardy C. 1 ay lo

KanardyL./Taylor(/ Chairman, Committee on

Photographic Reproduction



THOMPSON BOOKBINDERY

185 SECOND STREET, MINEOLA, L. I., NEW YORK

PHONE - GARDEN CITY 3620

24 July 1946

I mu c. Lake

My dear Miss Norton:

I have been reading over the current issue (July) of THE AMERICAN ARCHIVIST and was very interested in the item beginning on page 233 on the change of editorship.

No doubt you are familiar with the problem of conservation and preservation of all sorts of library and archival material. It is with interest that I have noticed an article here and there in our journal having to do with this subject. However, there seems to be a definate lack of interest, or rather a serious interest, on the part of librarians and archivists for this work as a scientific study. There is no school in the U. S. that gives anything like a course that is anything but superficial.

What I am driving at is that that everyone dealing with the records of our nation and literature should take binding and preservation more than "just for granted." The July issue of Library Journal on the last page has some good comments on this.

For some time I have been gathering data on every phase of bookbinding and hope to get/an exhaustive bibliography sometime this year. It will be the only thing of its kind so far. In this research I have come across many things and it has also showed up many weak points in the craft and I for one would like to see more education along the above lines in THE AMERICAN ARCHIVIST Its a real opportunity. For some of my work you might refer to the Bookbinding & Book Production magazine for April (p.37) and July (p.29) both 1946.

I have also been working on a history of the famous CLUB BINDERY which operated in New York City from 1895 to May 1909 which I hope to publish as a monograph thru the Grolier Club. If you know of any sources of information or a collections of their bindings I will appreciate it. (I did a short "feeler" article on this group in THE BOOK COLLECTOR'S PACKET, v.4, No.5, which I have found since to be quite inaccurate.) I hope I may have the pleasure of hearing from you soon.

Sincerely yours,

July 26, 1946

Mr. E. A. Thompson Thompson Bookbindery 185 Second Street Mineola, L.I., New York

Dear Mr. Thompson:

For some time I have been trying to get some book binder to write an article or a series of articles on book binding for archivists. Mr. Schneider's article in the July issue is the only thing I have been able to get so far. When I was in library school we not only had a course on bookbinding for libraries but were all taken into a bindery and made to bind a volume so that we would have some idea of the problems involved in getting a good binding job. As you say, however, most librarians of today, and I am sure most, if not all, archivists know very little on the subject of binding. I would be very glad to have an article or a series of articles on practical aspects of binding for manuscripts and rare books submitted for consideration for publication in The American Archivist. One article that I have in mind would try to explain the difference between binding of library books and binding of such rare materials. The article should show how to judge good binding and how to write specifications which would insure that the binding was good. Discussions of slip covers and boxes would also be useful. An article on recommending binding materials would also be helpful. Descriptions and histories of books in famous bindings would be interesting.

As you are aware, the Society of American Archivists is a small organization and is unable to pay contributors to The American Archivist. We are, however, having a generous response from people like yourself who are interested in helping us improve our technique. If you could submit articles to us or could suggest persons who might be able and willing to consider writing such articles, I would very greatly appreciate it.

Unfortunately, I do not know of any source material you could use on the CLUB BINDERY.of New York.

Sincerely.

Editor

men:lk

aa: Lokke



THOMPSON BOOKBINDERY

185 SECOND STREET, MINEOLA, L. I., NEW YORK

PHONE - GARDEN CITY 3620

30 July 1946

My dear Miss Norton:

I was so glad to have your letter of July 26th in KANTA to writing articles on preservation for THE AMERICAN ARCHIVIST journal. Your few suggestions were helpful and interesting which leads me to believe that a series of articles would be better as the subject could not be dealt with in detail in one issue. Also it would give other archivists the opportunity to submit questions which could be handled in detail.

My present little library numbers something over 300 books on the subject as it has become sort of a hobby to gather the material which I discover in my researches, since I not only wish to try out various procedures but to have the references constantly at hand. Therefore I have built up about the largest single collection of preservation material.

Suppose I send you an initial article covering a general discussion and then we could break this down into detail going into historical, types and styles, materials, techniques, care and storage, etc., etc. When do you have to have copy for your "deadline"?

This is something which I have wanted to do for some time and feel there is a real need as there is no text book or manual which satisfactorily covers the subject. My insatiable desire to know whys and wherefores is the reason why I have gone into the subject. When I first became interested in bookbinding I found that it was necessary to dig out the information I wanted and it seemed that the average bookbinder either did not know or if he were a skilled craftsman was reluctant to tell any of his tricks. That is one of the most unfortunate situations today. I know a number of the finest in and around New York and they absolutely refuse to pass on any of their knowledge. That is one reason why the craft is gradually dying out and is another of my pet subjects. How to creat more interest in this country. About the only real craftsmen we have here were trained in Europe. There is no institution over here that gives bookbinding anything but a superficial course much less the preservation and restoration techniques. I shall look forward to hearing from you soon again.

Sincerely.

E. a. Heary

August 2, 1946

Mr. E. A. Thompson Thompson Bookbindery 185 Second Street Mineola, L. I., New York

Dear Mr. Thompson:

I am delighted that you are willing to prepare not only one but a series of articles on the general subject of what the manuscript curator and archivist should know about bookbinding. I will leave it to your judgment to decide on the nature of the material you send, subject of course to the editorial blue pencil if it may seem advisable to us to have parts changed.

We have only a limited amount of money for illustrations, but I presume you will want some line drawings or half-tone cuts. Except where the contributor has cuts he could loan to us, we are having to limit the number in each issue to one or at the most two pages of cuts and illustrations.

Our deadline for copy is the first day of the month two months prior to the date of publication; that is, the deadline for the October 1946 issue was August 1st; for the January 1947 issue will be November 1st. Inasmuch as your proposed articles are very much the type of cultural articles on archival technique. I would very much like is possible to start the series with the January 1947 issue.

I am quite intrigued with your seal or whatever you may call it on your letterhead. Have you by any chance seen in the Chicago Sunday Tribune Book Supplement the intriguing series on "Becky" the bookworm? Illinois Librariss, which is our Illinois State Library bulletin, has secured permission to reproduce some of these and I enclose one number that you may see a sample.

Sincerely,

Editor

mcn:lk Enc. cc: C.Lokke



THOMPSON BOOKBINDERY

185 STUIND STREET, MINEOLA, L. I., NEW YORK

PPONE - GARDEN CITY 3620

12 August 1946

My dear Mus Norton:

Thanks for your letter of August 2nd enclosing the "ILLINOIS LIBRARIES" which I found very interesting.

I drew the above design myself while I was up at West Point doing some preservation work for the War Department. I was up there seven ments but NOT in the Army.

My idea for the preservation articles is something like the method used by Readers Digest, i.e., presenting the best of various methods that have been tested, materials, etc., along with my own comments and personal experiences. This would be more from the rare book and document angle than from just run of the mill binding & rebinding.

Are you interested in slip-cases, file boxes, etc? I am, or have been, working along the lines of containers with the following characteristics: fire and water-proof, #Pervious to moisture, insects, mold, etc., capable of abosrbing sulphuric acid and other impurities from the surrounding air, the transparent cases would eliminate harmful rays from the sun which would make them ideal for the exhibition of rare books and documents and they will not break and be light in weight. That sounds like a dream, but the present day plastics makes it possible and I hope to get it all lined - up in the next few months. The price would be below that of ordinary cloth and cardboard boxes,

I shall look forward to your comments.

Sincerely yours,

E.a. Lugean

MICRO*DOTS

August 18, 1946

Mr. E.A. Thompson Thompson Bookbindery 185 Second Street Mineola, L.I., N.Y.

Dear Mr. Thompson:

Your aggestions about the proceed preservation articles sounds like just what we cant. I am awaiting your first article eagerly.

All archivists are interested in slip-cases, file boxes, etc., those from states having very old records particularly. I suggest that you get in touch with Mrs. Virginia Leddy Gamblrell, Dallas Hall of History, Dallas Historical Society, Dallas, Texas, who is the chairman of the Committee on Equipment of the Society of American Archivists; also Mr. Gust Skordas, chairman of the Technical Committee for The American Archivist, whose address is the Maryland Hall of Records, Annapolis, Mar yland. These two persons can give you advice and in turn are anxious to know a l about proposed new developments in the equipment field. We don't use boxes so much as filing cabinets here, but some records which are very fragile or which are of odd sizes call for smaller containers.

Sincerely.

EDITOR

1105 South Second Street Springfield, Illinois February 19, 1946

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Dr. William J. VanSchreeven, Archivist Virginia State Library Richmond, Virginia

Dear Doctor VanSchreeven:

As perhaps you have already heard, I have been elected Editor of the American Archivist vice Professor Pease resigned, my duties to begin with the July issue.

The Council instructs me to try to make the American Archivist somewhat less of the journal of a learned society and more a professional journal offering practical suggestions on archival technique. One of the features I am anxious to institute is a technical section which will give brief descriptions as well as extended articles on various archival matters. A number of people have expressed a desire to have specifications and drawings for your continuous shelving. Would you be able to furnish us something which we could use; that is, specifications, measured drawings if you have them, or a photograph; also a paragraph or so of explanatory description.

If you have any ideas for articles, short or long, which you would like to see published in the American Archivist, and above all, if you would be able to write any yourself or know of someone who would, please send your ideas along.

Sincerely,

Editor-Elect THE AMERICAN ARCHIVIST

mcn:lk

5/30/47

Here is my squib on Archives in the United States during World War II."

There are still attached my copies of a memorandum and a letter that may help explain its origin and character. If there should be a liklihood of publication in The American Archivist I would get the ribbon copy for you.

I'd like this back at your convenience.

Phil

June 10, 1947

Dr. Philip C. Brooks The National Archives Washington, D.C.

Dear Dr. Brooks:

Enclosed is your modestly entitled "squib" on "Archives in the United States During World War II". I think this an extremely valuable summary which should by all means be published. I doubt, however, if The American Archivist is quite the place for it, partly because I think our readers are getting pretty tired of war articles (though I still have some which I have agreed to print). but largely because your article is addressed, as you say, to the users of archives rather than to archivists who are (if they are worthy of the name) quite cognizant of what you are taking about in this paper. I think this would be appropriate to submit to some such publication as the Library Quarterly. It is very definitely the sort of thing we want for Illinois Libraries, and I would like to print it there if you would be willing to release it to us for that purpose. It is the sort of thing that fits in with our policy to try to interpret archives to our sister profession. Our circulation is 3500 copies white go all over the world, so perhaps your article would get even better circulation in Illinois Libraries than in Library Quarterly, even though we do not have quite the prestige. We want it for Illinois Libraries but will not be too lealous if you submit it elsewhere.

Sincerely.

MANAGING EDITOR

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THE SOCIETY OF AMERICAN ARCHIVISTS

SOLON J. BUCK, PRESIDENT THE NATIONAL ARCHIVES WASHINGTON 25, D. C.

June 26, 1947

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX RGS
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Margaret:

Thanks for your favorable comment on my article on archives during the war. Dr. Daugherty of the American Council of Learned Societies is negotiating with the Library Quarterly about the publication in that journal of Dr. Evans' corresponding article on libraries during the war. Following your suggestion, he is going to ascertain whether or not that Quarterly might publish both articles. There would, I believe, be some merit in having both in the same journal. I doubt, however, that the Library Quarterly will have the space for mine and, in any event, I would be glad to have mine appear in Illinois Libraries. I shall let you know as soon as possible the result of Mr. Daugherty's inquiry. Thank you for your expressed lack of jealousy about submitting the article for publication elsewhere.

I would like to include here one further comment on the matter of a manual on the administration of archives to be published by the American Library Association. As I think you know by now, I concur in Mr. Trever's opinion that any such manual should be prepared by an archivist (hoping that we can get someone to do the job) but that we should cooperate with librarians by taking advantage of their publication facilities.

Dr. Crittenden has seen our exchanges of correspondence and comments that the small library would probably be really more interested in the custody of historical manuscripts than of archives (admitting that the distinction is not always clear-cut). He tells me that a man at Augustana College is preparing a manual on the small manuscripts collection for the American Association for State and Local History. Your ALA Committee should perhaps know about that project in order to consider possible duplication with anything the Committee might produce.

So far I have not received many of the slips suggesting nominees for the Society for next year. If you have an opportunity to suggest to any of our members that they should send in their slips I would be grateful.

Hope to see you in Colorado.

Very cordially

Philip C. Brooks

The National Archives Washington 25, D. C.

The National Archives Washington, 25, D.C. July 14, 1947

Miss Margaret C. Norton, Archivist Illinois State Archives Springfield. Illinois

Dear Miss Norton:

Your idea that my article on archives in the war be published in the Library Quarterly seems to have been a good one, and my notion that they wouldn't take it mistaken. For within ten days of my receipt of your letter suggesting that journal, I had sent the manuscript to them and had a letter of acceptance. When they will publish the article, or whether in the same issue as Luther Evans' on libraries, I don't know. But I hope it will be reasonably soon.

I want to thank you for your comments on the article, and for your forbearance in letting me submit it to the Quarterly after you'd expressed interest in it for Illinois Libraries.

The July issue of The American Archivist reached me and others in the Archives today. It looks good - up to the fine standard you've set. I see by the way that we're competing with the Saturday Evening Post, for I read in that learned journal (along with the first instalment of the new mystery story) an article by Arthur Schlesinger, Jr., based in part on the same Senate debate that Joe Vaughan edited for TAA.

Hope this finds you well, and I look forward to seeing you in Colorado.

Very cordially

Philip C. Brooks



The National Archibes

Mashington, A. C. 25

October 29, 1947

Miss Margaret C. Norton
Editor, The American Archivist
Illinois State Archives
Springfield, Illinois

Dear Margaret:

This is to ask your advice in connection with two pending items of mine. One is the note I wrote on general schedules in the Federal Govern-The more I thought about it the more it has seemed to me that the note could profitably be expanded in two ways. The easiest is the suggestion I made in my letter of August 15 that it be supplemented to cover our continuing transfer commitments which are somewhat analagous in accessioning activities to the general schedules in disposal. The more difficult expansion would be to include something on the bases of evaluation as suggested in your letter of August 6. Perhaps a few paragraphs could set forth the main principles. If it is agreeable to you I would like to propose that these two expansions be made. I believe they could be completed in two or three months. Of course, they would not take that long but I have long since learned not to promise too many things all at once. Of course, a full scale dissertation on evaluation is needed and I have long thought of doing one using some of the material that I have compiled for lectures to Dr. Posner's classes. But I simply cannot undertake a major enterprise of that kind right now. If, in the meantime, you want to run the note on general schedules as it stands, that would be all right with me though I would favor making the two expansions.

The second item is an article by a Polish archivist named Kalenski, of which I enclose a copy. This is a translation made some years ago by Mrs. Olga Paul. In 1942 I discussed with Professor Pease the possibility of running this article in The American Archivist with an editorial introduction and notes that I would write to bring it into focus in relation to our American evaluation problems. The job got side-tracked by war activities and now Mr. Holmes and I think it should be taken up again. I have notes for a brief introduction and occasional footnotes which would add only a page or two and which would put the article into a sort of frame of reference. The matter is in Mr. Holmes' jurisdiction in the National Archives and he is debating whether it would be best to submit it to you for publication or to have it issued as a National Archives circular. There is considerable question in my mind whether funds would be available to publish it in the latter guise this year. I gather that

Mr. Holmes leans toward publication in The American Archivist as a matter of general interest to our readers. Its length is a problem we recognize. We thought it would be well to ask your candid comment informally in advance. We would appreciate your returning the translation.

This letter sounds, I fear, as if we were taking it for granted you would be interested in publishing both items, whereas what I really want is your candid and free judgment as an editor. You may not want to give an opinion on the Kalenski document until you see the proposed editorial introduction to it. I am somewhat concerned about having my own name appear too frequently in the journal. The reason for its use in connection with these two items is that both pertain to an activity with which I have been more closely connected than anybody else here for several years.

I have been distressed to hear that you had been ill and hope that you are by now feeling much better. I know you have had a heavy load to bear and would hate to think your efforts for the Society were endangering your own well being.

Very cordially

n/Mip C. Brooks

Enclosure

Dr. Philip C. Brooks The National Archives Washington 25. D.C.

Dear Phil:

Although I have not read every word of Gustaw Kalenski's article on the Selection of Files I feel quite strongly that this would be very much worth publishing. In the first place it is a good exposition of a subject on which I am anxious to publish more. In the second place, I try, as you have doubtless noticed, to stimulate foreign interest by publishing one foreign article in each issue. I do not think the article too long for the importance of the subject. Increased prices require a reduction in the size of the magazine to an average of 96 pages, which is a pity when I have such a good backlog of articles. I do not know just when I can use this, but I will work it in soon. I am returning the copy for the editorial introducton and notes.

It does not disturb me in the least to have your name appear as a regular contributor to the American Archivist.

As I said before, I think your article on general schedules in the federal/government should be expanded and I do feel that a discussion of the bases for evaluation very important. Suppose you see what you can do with the expansion in the two directions you suggested.

I am feeling a lot better though by mid afternoon I am completely exhausted. I think the fatigue is largely due to a diet designed partly to reduce my weight drastically. While the doctor has found several minor things the matter with me besides the upset gall bladder, there seems to be nothing serious and I think I will be al right again as soon as I get on an even keel again at home. Effentually, he says. I shall have to have another operation, but he is not even suggesting anything of the sort right now. have one test to hear from but if that should be positive it would be something so elemental as to be taken care of through radium. I thought I was going to have to give up the editors ship but I guess I can go on with it. I haven't felt well enough to work on the January number which should have gone to the press November 1st, but I hope to get at it in a few Thanks for your inquiry about how I am feeling. days.

Dr. R.D.W. Connor Department of History University of North Carolina Chapel Hill, N.C.

Dear Dr. Connor:

With the National Archives the center of attack by the Republicans just now, I cannot decide whether this is the time to print your article "F.D.R. Visits the National Archives" or whether we should wait for some less controversial time. Definitely, howeverm I think it should be read into the record some time as proof of what we all realize, that the National Archives definitely was F.D.R. s"Baby! It is unfortunate that that very fact should apparently we working against it right now, as it is, if I read newspaper accounts of the present budgetary difficulties correctly. I was in Washington the first of April and it was evident then that staff morale was at a low ebb while Solon himself frankly admitted to me personally that he knew he was in for tough sledding in getting a workable appropriation. Now I have heard rumors that an attempt is being made to embarass him to the extent of I hope that is not true. All his friends know resigning. that Solon is weak when it comes to public relations, but I cannot think of any one else who could have accomplished what he did for the archives these past few years. were plain smart when you got out when you did. It is a lucky person who gets out of government work intact. but of course there is a fascination about it that hypnotizes us into staying on.

We had tough sledding in the legislature ourselves this year as an attempt was made to take the State Library away from the Secretary of State and set it up as an independent agency under a bi-partisan board. It might work for the library but this particular set-up would have been unworkable for the archives which constitutionally must stay with the Secretary of State. The bill almost squeaked through, but a filibuster over the Governor's must congressional reapportionment bill led to some eleventh hour horse trading which saved us.

It was good to hear from you again. I suppose you will be coming to Glenwood Springs. Please give my best regards to Mrs. Connor.

North Carolina

State Department of Archives and History

J. ALLAN DUNN, SALISBURY
MRS. GEORGE MCNEILL, FAVETTEVILLE
CLARENCE W. GRIFFIN, FOREST CITY
R. D. W. CONNOR, CHAPEL HILL
W. T. LAPFADE, DURNAM
GERTRUDE S. CARRAWAY, NEW BERN
MRS. P. F. PATTON, HENDERSONVILLE

RALEIGH, N. C.

R. D. W. CONNOR, CHAIRMAN CHRISTOPHER CRITTENDEN, DIRECTOR

April 14, 1947

Miss Margaret C. Norton, Editor The American Archivist Archives Division Illinois State Library Springfield, Illinois

Dear Miss Norton:

I appreciate your invitation to make an article of the talk I gave when you were here. I will be glad to undertake this at sometime in the future—though just when I can do so, I cannot say at this time.

Yours sincerely,

Christopher Crittenden

Director on Leave

North Carolina

State Department of Archives and History

J. ALLAN DUNN, SALISBURY MRS. GEORGE MCNEILL, FAYETTEVILLE CLARENCE W. GRIFFIN, FOREST CITY R. D. W. CONNOR, CHAPEL HILL W. T. LAPRADE, DURHAM GERTRUDE S. CARRAWAY, NEW BERN MRS. P. F. PATTON, HENDERSONVILLE

RALEIGH, N. C.

R. D. W. CONNOR, CHAIRMAN CHRISTOPHER CRITTENDEN, DIRECTOR

July 11, 1947

Miss Margaret C. Norton, Managing Editor The American Archivist Archives Department Illinois State Library Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of July 7. I am interested in your comments about the National Archives. Having just returned to my old post after nine months in Washington, perhaps I'd best not comment except to say I am very glad to be back in North Carolina and that, under the present setup. I would not accept a permanent position in the National Archives under any circumstances.

I am interested in the situation in Illinois, and I am glad to hear that the bill which would have reorganized your State Library did not pass.

With every good wish, I am

Yours sincerely,

Centra Citas

Christopher Crittenden

Director

January 14, 1947

Mr. Dard Hunter 77 Massachusetts Avenue Cambridge, Massachusetts.

Dear Mr. Hunter:

Please accept my belated but hearty thanks for the two pamphlets you have sent me recently, namely your article entitled "Some Motes on Criental and Occidental Paper and Books" and Br. Wheelwright's article on the Dard Hunter Paper Museum. I think it might be interesting sometime to reprint one or both articles in The American Archivist, particularly if it would be possible for us to borrow or to sent the cuts which add so much to both. I am hoping, however, that you are still planning to do the article on watermarks for us, because that is something on which we really need help.

My delay in writint to you before was due to the fact that I have had to read both galley and page proof on the January issue within less than three weeks, so that my correspondence suffered. We do appreciate your kindly interest in the work of the Boclety of American Archivists and its journal.

Sincerely,

MANAGING EDITOR

Pear miss Norton:
Thanks for the copy of your
material on country resords. I can use
it very niesly
in May issue of Jel. Libraries. It still
comes to the Museum + I do not always
get it. I wonder if the address could
be charged to 10 17 th and.
I reviewed Radoff's 1st to 4th Reports
but lad no topist swalphe + sent it to
Wood Toughand He now sends my the
enclosed carbon which is ak, equal

for the change of "get" to "but"
in the 'I'b line and the insertion of
a common after "case"
a Common after "case"
a Common after "case"
happy to hear from your
happy to hear from your
even though he can desfoundant
answer. He is no desfoundant
and seems to have given up that
it is pathetic.

Succeeding

March 5, 1947

Er. William O. Mc Cain, Editor The Journal of Mississippi History Mississippi Fist rical Society Jackson, Mississippi.

Dear Fr. Wc Cain:

Tould it be agreeable to you for us to reprint Dr. Hill's seen "The Archivist" from you magazine? I understand that you did not print this until you heard that Dr. Pease, my predecessor as editor had rejected it as intredig, but I think it is clever and would like to print it, acknowledging the reprinting, of course. I don't completely agree with nim and I know it build plague certain persons, but I don't care.

and i am still concludy scanning my envelopes hoping that someday there will be a nice contribution from Mississippi. I realize that your duties where you are chiefly those of an historian, but even so, it is a long time since you have written any professional a chival articles and I feel it my duty to prod you!

mincerely.

ROWLES ORLOADER



DEPARTMENT OF ARCHIVES AND HISTORY

STATE OF MISSISSIPPI

WAR MEMORIAL BUILDING JACKSON 105, MISSISSIPPI

March 6, 1947

Miss Margaret C. Norton Illinois State Library Springfield, Illinois

Dear Miss Norton:

It will be a pleasure to have you reprint Dr. Hill's "The Archivist," which appeared in the April, 1946, issue of the <u>Journal of Mississippi History</u>. If you do not have a copy, I will send you one.

I do not recall exactly the circumstances which caused me to print the poem, except that I was somewhat motivated by your phrase that "it would plague certain persons."

I have been trying to force myself to do an article on my experiences in Italy. However, the theft of all my personal papers two days before I left Italy and the destruction of the transcript of my lengthy speech at Annapolis have kept me discouraged.

Yours sincerely,

William D. McCain

WDM:mim

March le, 1847

Pr. "illiam D. Mc Caln, Pirector Department of Archives and History War Memorial Building Jackson 105, Mississippi.

Dear Mr. Mc Cain:

Thank you for permission to reprint Dr. Hill's poem. I do not know just when I shall do it, but sometime when I need a filler of just the right length.

I am glad you have not given up trying to write about your experiences in Italy. I cannot understand the destruction of the stenographers! note: for meetings at Indianapolis. As president of the Society that year I specifically asked the local arrangements committee to have a stenographer present at two muetings. I cannot understand why they presumed to destroy those notes without consulting either the secretary or myself. Wo bill was presented. I suspect that we dere too technical and that the stenographer gave it up as a hopeless task to try to transcribe her records. As it happened, I had a stenotype operator in my office atthe time, and betseen us we could have made out enough of the notes to have been useful. However, it is too late now. I confess f was quite preved about it, for I needed the other notes also. To the best you can, however. it won't be as good as your clever informal remarks. because you said many things you probably would not want to put down on pager, but which we all enjoyed and apprecia ted.

Sincerely,

MANAGING SDITOR

Dr. William Mc Cain, Director Mississippi Department of Archives and History Jackson, Mississippi.

Dear Dr. Mc Cain:

Some months ago you promised to try to reconstitute your speech about your experiences in Italy for the American Archivist but said that would be difficult because of the loss of your Italian notes. Dr. Holmes has just sent me a translation of a very good article by Dr. Re on The Italian Archives During the War which was written for an Etalian historical association, but which is apprepriate for us and shrchmehis willing for us to publish.

It occurs to me that perhaps the publication of this might make your task somewhat easier, since you could limit what you want to say to your own experiences and to a tribute to Re. I hope somehow we can get hold of a photograph of the gentleman to print with it. I hope to run this article in the April number and would like yours for the same time, if possible. That number goes to press on February lst.

I trust that things are going well with you in Mississippi. This being an "off year" politically for most of us. we generally are having comparatively smooth sailing and I trust the same is true with you.

Sincerely.

Miss Margaret C. Norton, Illinois State Library, Springfield, Illinois.

Dear Dr. Norton:

In connection with that AME RICAN ARCHIVES article, I of course wish to be as constructive as possible; and I wish to cite a few of the most helpful practices (for emulation by others where budgets permit. In this connection, of course I have located your indexing suggestions, which are excellent. But I wanted also to read your article on "Keeping Records and Keeping them Under Control". AMERUCAN ARCHIVES lists that article as having been printed in WESTON'S RECORD, vol.20 No. 2, pp.13-14 etc. 1945.

Strangely enough, nobody here knows of any WESTON'S RECORD. Can you enlighten, please?

I shall be here several days longer, probably until July 5, and if you can reply before then, please address me here; otherwise, please address me at 438 Riverview Road, Swarthmore, Pa.

Cordially.

Jeannetto P. Nichola

Mrs. Jeannette P. Nichols Study 270 Library of Congress Washington 25, D.C.

Dear Mrs. Nichols:

It is indeed good news to hear that your are working on the American Archivist article. As soon as I finished with the odds and ends of the July issue I was intending to write you again to remind you of your promise to do the article. As things have worked out I could now have published it yet, but I like to have things on hand so that I can balance my numbers.

The Weston's Record to which you found an allusion is house organ of the Byron Weston Paper Company which is one of the two principal record paper manufacturers. This bulletin of their circulates widely among county officials and archivists. My article is a partial reprint from two of my lectures before my class on record making given to state employees under the aegis of the Civil Service Commission in 1945. These were printed in Illinois Libraries and I am sending you two of them under separate cover.

Sincerely.

Managing Editor



Miss Margaret C. Norton Managing Editor The American Archivist Illinois State Library Springfield, Illinois 438 RIVERVIEW ROAD - SWARTHMORE, PA.
July 5, 1947

Dear Miss Norton:

The reports reached me in Washington, thanks to your courtesy. I am taking them and the remaining work on the article with me to Michigan City, Indiana, where I shall be in attendance upon a sick relative at St. Anthony's Hospital. If you are going to be in Chicago within the next couple of weeks, perhaps we might meet up there.

Olease address me in Januels P. Nichols care B Mrs. M. F. Daniels Jeannello P. Nichols at 27 andhomjo Hospital.

August 15, 1947

Mrs. Jeannette P. Nichols 438 Riverview Road Swarthmore. Pa.

Dear Mrs. Nichols:

Since I would not have been able to have printed your article in the October issue anyhow. I did not bother you with a letter on the subject while you were at Michigan City. I trust that by now you are home. I was unable to get to Chicago while you were out this way, for I too, am spending all my free time at the hospital with my mother who is suffering from the lingering illness of old age.

We are looking forward to your article and hope things will work out so you can finish it and send it along soon. I have stopped guaranteeing publication dates because the cost of printing is so high that each number means much juggling of articles to make the number of pages come out right. However, as I have written you before. I like to get the articles in so that I can use them where and when they best fit into copy.

Sincerely.

Managing Editor

February 15, 1847

Pr. Vernon P. Tate The Mational Archives Yashington Do. P.C.

pea. Pr. Tate:

Since you do not officially take office as librarian of Mariuntil summer, a presume you are still to be addressed at the Marional archives.

Your paper From Binkley to Bush" is stimulating and) was sorry I could not crowd it into the April is sue, but prior commitments made that impossible. However, I do plan to run it in the July number.

What do you think of also soliciting the other paper given at the same session of AHAO I do not seem to have the program at hand, but it had to do with mechanical aids to the historian or some such title.

i am glad you are still horing to do the article on infrared and violet ray photography. One of the few adverse criticisms I have had about the American Archivist is that we are neglecting the whole subject of photography. I look to my technical committee to help there. I presume you will have too much on your hands to undertake it now, but I wish we could regularly have a page or two in each number. Do you know of anyone who might be induced to run such a column or of someone who might write on the experience of government agencies in archications of the method?

Sincerely,

ROTIGE ON PARAM

Burn Control Section 1

February 10, 1947

Mr. E.A. Thompson Thompson Bookbindery 185 Second Street Mineola, L.I., New York.

Dear Mr. Thompson:

M. A. Santa

It has been some months since I have heard from you. I trust that does not mean that you have lost interest in your promise to share your information about the binding of manuscripts and rare books with us. I know what you have to say will be of great interest and value to our readers.

The January issue is just out, the April issue went to press a week ago. May I hope to have something from you beginning with the July issue, which goes to press April first?

sincerely,

MANAGING EDITOR



THOMPSON BOOKBINDERY

185 SECOND STREET, MINEOLA, L. I., NEW YORK

PHONE - GARDEN CITY 36

28 February 1947

My dear Miss Norton:

I have your letter of February 10 and thanks.

No I have not forgotten about articles on preservation and am afraid I cannot get down to brass tacks on it for awhile yet. Here's why.

My business here is mostly a one man affair because during the war we did no binding at all but made or fabricated plastic aircraft parts from phenolic resin impregnated cotton duck by the "low pressure" laminating method. I converted several of my standing presses with hydraulic units to do this. After the war all this stopped and have been building up my binding business again.

That's all well and good except for the fact that experienced help is non-existant and I have been putting in long hours for months now and see no let up immediately. Therefore my butside work has to wait until I can have more leisure.

I hope I can have something for you this year yet. At any rate I shall be glad to hear from you as to questions, problems, etc. Would you see if the enclosed list of the AMERICAN ARCHIVISTs are available to fill in my file? THANKS A LOT.

Sincerely yours,

E. A. Thompson

Margaret C. Norton, Archives Dept., Illinois State Library, Springfield, Illinois Vol. 1, 1938 Jan. & April

Vol. 2, 1939 July

Vol. 3, April 1940 Vol. 5, Oct. 1942

Vol. 6, Oct. 1943

Back-issues american archivid

for E. G. Shampson

Mr. M.A. Thompson Thompson Bookbindery 185 Second Street Mincola, L.I., New York.

Dear Mr. Thompson:

It is good news to hear that you have not lost interest in writing the articles on preservation for us, but that the trouble is that you have been too busy with reconversion. Bookbinder friends of mine tell me that it is practically impossible them them to find even ordinary binders and several have expressed the fear that really fine binding will become a lost art. We need a good manuscript repair man but cannot get anyone.

When you can send us something, we shall receive it gratefully.

Our Secretary takes care of the sale of back numbers of The American Archivist. I think those still in print sell for \$1.00 each but am note certain what kind of a deal you could make with him, neither do I know which of your missing numbers are still available. I suggest that you write directly to:

Dr. Lester J. Cappon. Secretary Society of American Archivists Box 203 Williamsburg, Virginia

Sincerely.

MANAGING EDITOR



THOMPSON BOOKBINDERY

185 SECOND STREET

MINEOLA, L. I., NEW YORK

29 April 1947

My dear Miss Norton:

When is the "deadline" for your fall issue of the AMERICAN ARCHIVIST"? I hope to have my strength and "facilities" under control enough to at least get out a general article which will start some questions coming in. You no doubt have some which the readers have asked and I'll appreciate any and all you'd care to send over to get things rolling.

Among other things I have just been asked to help with an exhibition of American bookbinding at the Grolier Club next October & November. My part is the 19th century during which period very little was written, so if you have any ideas I'll accept them too. Do you ever get over to New York? I'd surely like to meet you if you do.

Sincerely yours

E. A. Thompson

Margaret C. Norton, Archives Department, Illinois State Library, Springfield, Ill. Mr. E.A. Thompson Thompson Bookbindery 185 Second St. Mineola. L.I., N.Y.

Dear Mr. Thompson:

It is indeed good news to hear that you are getting your own work in such shape that you will be able to begin writing for The American Archivist. The October issue will go to press on August first, and I shall be very much gratified if you can send us something for that number.

I am afraid I do not have suggestions for topics that would be as good as those you would think up for yourself. I would say that what most archivists need most to know about is what constitutes good binding for ledgers and for manuscripts in general, and how to get Some time ago we published a brief article about specifications for repair of bindings, written by Mr. Schneider, a West Coast binder, and our readers said they wanted more of that sort of thing. Archivists are often asked to advise county and state officials about binding, and we know nothing about the subject. say that we need a sort of primer, to start with, which would explain the different types of binding we should know about, particularly binding for extra heavy or for fragile books - in other words, the differences between ordinary commercial book binding and the sort of special work you do. Sometime, possibly in a separate article. I think it would be interesting to describe some of the binding you may have done or seen that called for preservation of part or whole of the original binding. Archivists are not particularly interested in bindings in exotic leather or inlays of semi-precious stones, but it is appalling to find how many manuscript curators let binders sew together unguarded sheets, do not specify that pages whould lie flat for photographing. etc. I don't think you need to be afraid of being too elementary in your treatment of the subject.

Thank you for the invitation to visit your establishment. I used to get to New York often, but since the war I have only been in New York long enought to transfer between stations one early morning in April.

Sincerely,



THOMPSON BOOKBINDERY

185 SECOND STREET

MINEOLA, L. 1., NEW YORK

14 May 1947

My dear Miss Norton:

Thanks a lot for your letter of May 7.

I'll be sure and have something for you for the October issue and in to you by August 1st. I have in mind one or two photos, but am not sure.

Your letter has already given me several suggestions. For instance I have noticed in other library journals the mention of the need for a practical manual of some kind dealing with problems directly concerned with libraries or archives. My good friends, Harry Lydenberg and John Archer, did a noble job with their book but it has very little of bookbinding. It seems to me that binding has always been taken too much for granted. Incidentally, Mr. Archer was one of my proposers in the Grolier Club and the other was Fred Goudy, the type designer who has just passed away.

I have been building up my library till I have around 500 books and pamphlets on binding and have stuck mostly to the literature of preservation and restoration. It is very noticeable that the bulk has to do with the historical side and especially the decoration, altho I find all sorts of little technical details scattered thru this material. I will take someone to pick out all this and set it down in one book. We have had very little of importance on the subject to come out of this country. It's about time we did something about it.

Sincerely,



THOMPSON

BOOKBINDERY

185 SECOND STREET

MINEOLA, L. I., NEW YORK

27 June 1947

My dear Miss Norton:

I know at this last minute telling you that it is impossible to get an article ready for the October issue of the AMERICAN ARCHIVIST places me in the class of a "heel" or something. I truly feel very bad about it, but the load of work here has keep me constantly on the job seven days a week and till twelve and one o'clock almost every nite.

We have been doing a lot of technical periodical binding for this new atomic research laboratory out here at Brookhaven. You have no doubt seen something in the papers about it. They are just setting up their library and we have been binding literally hundreds of volumes of journals for them—and on a deadline too—so you can see why I am practically walking around in my sleep.

I can say tho that I have a couple of folders full of material and notes which I had hoped to use and will later if you will forgive me until I can collect my thotts and set them down.

Really I am terribly sorry to keep putting you off this way. The need for information is very great and in my contact with numerous people in the field a sort of manual is exactly what is needed and is what I had hoped to work on some day.

Sincerely yours,

E.a. Thompson

Margaret C. Norton, Archives Department, Illinois State Library, Springfield, Illinois

July 3, 1947

Mr. E.A. Thompson Thompson Bookbindery 185 Second Street Mineola. L.I.. N.Y.

Dear Mr. Thompson:

After all, one's bread and butter comes first, so I must forgive you for not being able to get the binding articles started in the October number of The American Archivist. Of course, I am disappointed, but I think I can get something else to take its place. However, I am delighted to know that you have started collecting material and that you will send us something as soon as you can. I agree with you that what you have to say is important and I hope you can find leisure to write on the subject before long.

Sincerely.

MANAGING EDITOR

Mr. Joseph F. Vaughan The Mational Archives Washington . D. P.C.

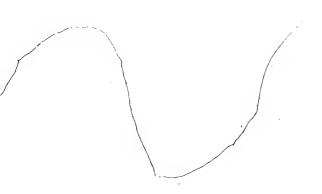
Dear Mr. Vaughen:

For several months I have not been receiving copies of the proceedings of the Interagency Records Administration Conferences. The January 17th meeting on The Pelationship of Forms Control to Records Management sounds like something very interesting. At any rate, neveral years ago when I had occasion to lecture on the subject to illinois departments I found very little on the subject which I could use. I am wordering if it might not be worth while to print one of two of the papers presented before your conference in The American Archivist. Would you be able to get copies for me?

Please keep me on your mailing list to receive copies of all processed material.

dincerely,

MANAGING EDUTOR



W. J. BARROW

Document Restorer
State Library Building
RICHMOND 19, VA.

March 11th 1948

Hear Miss Norton;

I am sorry to know

that you have been ill and hope by
this time you are fast getting back to
normal. Two operations within two months
certainly would be too much for me.

I appreciate the nice comments about my ink article and hope the work that I have done on this subject will prove of some ratue to the archivist. Research of this nature is exponsive and time consuming and wish I could turn out more. However I am limited in both time and money.

Ht present I am having a fine time working on paper of the period 1600-1800.

Therseem to be a lot of compounds in these old papers besides cellulose fibers and of we sixing. These chemicals seem to exist only in sanall quanties but some of them seem to account for a great deal of the deterioration of writing papers.

I have gotten together right much information on the processes used in manufacturing

W. J. BARROW

Document Restorer
State Library Building
RICHMOND 19, VA.

paper of that period. A great deal has been in watin, French and German which has required translators. I am beginning the labortory work now and hope to know in time what compounds should be removed from the paper to prevent futher deterioration. Sometime in the future I hope to have one or more articles on this subject for you to publish.

I certainly agree with you that we need to know more labout the materials we work with. I feel sure the work you are doing as editor in encouraging interest along this line will bring good croults. I have recently heard a large number of most favorable comments on the type of material you are publishing in the mayazine. In fact you have Van Schreeven writing two articles for one time. I think you will receive me feometime in the mean future. If you don't like the technical testing etc. of folders and boxes blame me for that part.

Again I hope you will soon be feeling normed again.

Sincerely yours

Don't you think this is an indication that you are getting results as aditor.

OFFICE OF MILITARY GOVERNMENT FOR GEPMANY (US) Property Division Restitution Franch APO 403

Karlsruhe, Germany 28 December 1948

Miss Margaret C. Norton Managing Editor The American Archivist Archives Pept., Illinois State Library Springfield, Illinois

Dear Miss Morton:

Today I have sent to 'r. C. W. Holmes the manuscript of an article (32 pp; 3 maps; 1 attach. of 37 pp) on the former Ministerial Collecting Center. I have asked Mr. Holmes to secure clearance for publication and then to send the paper to you for your consideration. I hope very much that you can use it.

Sincerely yours,

LESTER K. BORN Archives Officer

The Papers of Thomas Jefferson

Editor, Julian P. Boyd Princeton University Library Princeton, New Jersey

A COMPLETE EDITION OF JEFFERSON'S WORKS SPONSORED BY PRINCETON UNIVERSITY UNDER A CRANT FROM THE NEW YORK TIMES COMPANY, PUBLISHED BY PRINCETON UNIVERSITY PRESS Assistant Editors:
Lyman H. Butterfield
Mina R. Bryan

ADVISORY COMMITTEE

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November 1, 1948

Miss Margaret C. Norton Managing Editor, The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

I assume that it was you who spoke to me after the evening meeting at Chapel Hill last week about the publication of my paper on the Jefferson enterprise. The paper was not written for publication, and probably should have some work done on it if it is to be published. For these reasons I am not anxious to go ahead. On the other hand, it has been suggested here that there would be real advantages in circulating its message as well as its information. Mr. Boyd has in fact suggested that we ought to obtain a generous number of offprints of it for circulation where it will do the most good in calling forth hidden materials.

I have told Mr. Boyd that there were so many good papers read at the meeting that your publication requirements have probably been more than met. Nevertheless, I should like to hear from you before considering any other mode of publication. Incidentally, I felt that the most worthwhile of all the papers I heard for publication is that by John Jennings. I hope you have secured that paper. For our own purposes here we shall want a number of copies in order to animate the Princeton administration to do something about its archives.

It was most enjoyable meeting you, and I thought the whole program was thoroughly profitable.

With kind regards,

Singerely yours,

L. H. Butterfield

Dr. L. H. Butterfield Princeton University Library Princeton, New Jersey.

Dear Dr. Butterfield:

Yes, it was I who asked you for permission to print your splendid paper on the Jefferson enterprise. Asking you in the first place was my own idea, but later a number of those who heard it expressed the desire to see it in The AMERICAN ARCHIVIST. They felt that it would be definitely useful there.

I am sorry that you have not yet written out the paper because we should like to publish it soon. Since the January number will have to go to press within the next week or so, perhaps you would like to know that the April number is due to go to press on February first, which will give you a little more time. Frobably you will want to condense the paper as printed somewhat from the way it was presented orally, though I must confess I liked it just as you gave it. It might be possible to run it in two issues, though it would be preferable to give space in one number. If possible it should not run over 20 prithed pages (about 400 words to the page), but we will allow you enough space to present the subject sdequately. We can also use not more than four illustrations. I did not see everything that you passed around, but I think the pictures showing the difference between the copy made from the original and from a letter press copy would be particularly interesting. The pictures you send us will have to be photographs, not photostats, however, which may be a factor in your selection. Enlargements of your microfilms on glossy print photographic paper will be all right, but as you know, photostate do not reproduce well in half cuts.

Many people agree with you about Mr. Jennings: paper being of practical value to them and I hope we can secure a copy in time for printing in the January number.

Please remember me to Er. Boyd and tell him we missed him at the meeting.

The Papers of Thomas Jefferson

Editor, JULIAN P. BOYD Princeton University Library Princeton, New Jersey

A COMPLETE EDITION OF JEPFERSON'S WORKS SPONSORED BY PRINCETON UNIVERSITY UNDER A GRANT FROM THE NEW YORK TIMES COMPANY. FUBLISHED BY PRINCETON UNIVERSITY PRESS Assistant Editors: Lyman H. Butterfield Mina R. Bryan

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Iphigene Ochs Sulzberger · Carl Van Doren · Lawrence C. Wroth

November 9, 1948

Miss Margaret C. Norton Archives Department Illinois State Library Springfield, Illinois

Dear Miss Norton:

I was glad to get your letter of November 4. The talk I gave was actually written out, but in a form not entirely adapted to publication. It needs both reduction and certain alterations from an oral style. The revision can be done in ample time for the April number of the Archivist, and I will bring down the length to fit your requirements. I shall also make a careful selection of illustrations, and this will perhaps take some little time, because in at least one instance we shall have to obtain a photograph of a document in private hands.

Mr. Boyd, who has read your letter, is pleased to hear that the talk will be published, and he wishes to make provision for an ample number of separates. You will hear from me in the course of the next few weeks.

With kind regards,

Lu Bull

L. H. Butterfield

Mr. George T. Eaton Industrial Sales Division Eastman Kodak Company 343 State Street Rochester 4. N.Y.

Dear Mr. Eaton:

Dr. Carl L. Lokke, chairman of the Committee on Archival Research of the Society of American Archivists informs me that Mr. Harold Gunderson of your company has secured your consent to write an article on infra-red and violet-red photography for the American Archivist. We shall be very grateful to you if you will do so, because all we can give you in return is our gratitude, having no funds for paying authors.

It has been suggested that I as editor write you to give some idea of what we want in the way of information. must confess that I am rather vague about that myself. but probably my own vagueness is symbolic of the general state of information on the subject so far as other archivists go. In writing the article, which is the first upon the subject which has appeared in this magazine, you should have in mind an archivist who has in his custody a number of manuscripts which are faded. illegible or which have perhaps been charred in a fire. He has heard that photographic processes can render these manuscripts legible, but he hardly knows where to start. What apparatus will he need, both from the point of view of an institution with adequate funds for its work and also that of a smaller institution which must use makeshifts. What can be done with infra-red and violet ray photography, what are the principles involved, and in general, describe the technique. I think for your purposes you could assume that the institution might have had some experience with microphotography and photostating. In other words, while your article should not be written for the expert photographer or scientist. it should be sufficiently technical that the archivist could direct a project in his own institution. Wha have in mind is something like what Mr. Haselden of the Huntington Library did in his Scientific aids to the study of manuscripts (or a very similar title) published about 15 years ago by the British Bibliographical Society.

I will be very glad to discuss this further if you wish. We can allow not over three pages of half tome cuts and a reasonable number of tables and line drawings if needed for purposes of illustration. Sincerely.

EASTMAN KODAK COMPANY

ROCHESTER 4, N.Y.

May 10, 1948

Illinois State Library Archives Department Springfield, Illinois

Attention of Miss M. C. Norton

Dear Miss Norton:

This is in reply to your letter of May 7 in which you made several suggestions concerning the type of article required on infrared and ultraviolet photography.

Since you did not indicate any time limit for this article, I assume that it will be satisfactory with you for me to submit it as soon as it is possible to write it. I will make every effort to do it within a reasonably short length of time, but perhaps you should indicate approximately when you would like to publish it.

I would very much appreciate your obtaining and sending to me a copy of the British article by Mr. Haselden of the Huntington Library. This would serve as a guide in planning the paper, in view of your comments.

The general material which I will cover in the article is included in an article by Dr. Walter Clark of the Kodak Research Laboratories entitled "Pictures by Black Light," which appeared in POPULAR PHOTOGRAPHY, volume XVI, number 4, page 34 of the April 1945 issue. I thought you might be interested in this particular article.

Yours very sincerely,

EASTMAN KODAK COMPANY

Industrial Photographic Sales Division

GTEaton:ml

Mr. George T. Eaton Salies Division Eastman Kodak Company Rochester 4. N.Y.

Dear Mr. Eaton:

I delayed answering your letter of May 10th intil now in the hopes that I could obtain a copy of Mr. Haselden's chapters in his Scientific Aids for the Study of Manuscripts. Although written by a member of the staff of the Huntington Library, the book was published in England and seems now out of print and the Illinois State Library does not have a copy which we could loan you. The book was published in 1935 so there are doubtless many new developments since.

Mr. Haselden's treatment of the subject, and one which I think would be appropriate for your article for the American Archivist ran somewhat along the following lines:

- 1. Ultra-violet lamps. The different types of lights on the market, with the advantages and disadvantages of both from the point of view of the person using them for manuscripts work. The physical principles involved. The applications of ultra-violet lighting to manuscript work. Precautions in use of the equipment.
 - Fluorescence. Physical principles. Applications to deciphering of deleted, faded and charred manuscripts.
 - 5. Photography with the ultra-violet lamp, infra-red ray photography and Röntgen-ray photography.

Mr. Haselden of course had had a great deal of experience with applications of the process, which you may or may not have had yourself. I do not think that should deter you because practically anything you could tell us about the subject would be new to most archivists and helpful.

Sincerely.

Dr. W. Neil Franklin The National Archives Washington 25, D. C.

Mr. Hugh M. Flick 127 Manning Boulevard Albany, New York

Gentlemen:

It is pleasant indeed to have you as members of the Nominating Committee of The Society of American Archivists of which, as outgoing Council member, I am Chairman.

Year before last, in the same ex officio capacity, I served as Chairman of the Heminating Committee of The American Association for State and Local History. That was an experience somewhat dishertening to a staunch advocate of democracy in institutional operation. Our Committee duly sent forms to all the members of the Association asking their suggestions for nominees. We would up by nominating what I sincerely believe to be a most excellent slate - but it was not through guidance of the members.

The members of the Association voted in very substantial numbers for the Nominating Committee. Pleasing as it might have been to believe that our Committee was so highly esteemed by members we had never met, the realistic conclusion was that a great many of the members simply cannot think of any names to suggest except those conveniently signed to the circular before them. Since them I have been trying to think out some system which might give a Nominating Committee some more thoughtful expression of the members preferences.

I should like to propose this procedure:

Let each member of the Hominating Committee suggest such names as occur to him, and let the members of the Council also suggest individuals for consideration for the various offices to be filled. Then let us draft a circular to the members listing those who have been suggested by members of the Committee and by members of the Council, making it plain that the list suggested to date is by no means exclusive but is sent them in an effort to afford them semething tangible to focus on.

For convenience I am sending a copy of this letter to the members of the Council of The Society of American Archivists, so that they may have additional time for thoughtful consideration of their own suggestions, should the suggest of procedure be doesed in order by my Committee.

If you gentlemen think well of the idea, I will then send to you and to the members of the Council a convenient form for mailing suggestions.

Sincerely.

Cingina Cambrell

VLO:mab

CC: Dr. Christopher Crittenden

Dr. Herbert G. Brayer Dr. Lester J. Cappon Miss Helen L. Chatfield Dr. Oliver M. Holmes Dr. Howard H. Peskham

Dr. Karl L. Trever Dr. Krnst Posner

Miss Margaret C. Norton -

Photoduplication Service

Box 834 Chapel Hill, N. C. March 3, 1948

Miss Margaret C. Norton, Editor The American Archivist Archives Department Illinois State Library Springfield, Ill.

Dear Miss Norton:

I am back at the University of North Carolina for an interval until I start out on a field trip again in June. This time I will head west through Oklahoma, Colorado to California, up the coast to Oregon and return through Montana and the Dakotas and should arrive in your area early in September.

while here I am both working over my past records and planning for the future. One of the particular things that I am doing is writing a mumber of articles descriptive of the project to be published in various journals. I have just finished "State Documents Microfilms as Research Resourses for Law Libraries" to be published in an early issue of The Law Library Journal. This, I trust, will call the attention of law schools and libraries to the Project.

American Archivist would not be timely? If you could give me space in an early issue I would be glad to prepare an article descriptive of the manuscript sections of the microfilm and the significance of the Project in archival work and circles.

With best personal regards, I am.

Sincerely yours,
W. S. Jenkins, Director
State Documents Microfilm
Project.

Mr. W. S. Jenkins, Director State Documents Sicrofilm Project Box 834 Chapel Hill, N. C.

Dear Dr. Jenkinst

Miss Norton has been away from her desk for some time having undergone a major operation. We expect her return to the office Monday, Harch 15, for at least part time and your suggestions will soon have her consideration.

Very truly yours,

THEO J. CASSADY
Assistant to Miss Morton

TJC.mw

March 17, 1948

Mr. W.S. Jenkins, Director State Documents Microfilm Project Box 834 Chapel Hill, N.C.

Dear Mr. Jenkins:

In my American Archivist files I have a memo to ask you to write an article descriptive of your project, so I am delighted to find your letter in my desk asking if I would like one. Yes, indeed. I will leave it to your discretion to give what you say the proper slant for an archival journal. The April issue goes to press, or rather, went to press last week, somewhat late. The July issue is due to go to the printer on May 1st. I do not know whether I can use your article as early as July, but like to have articles on hand because sometimes the length of an article determines whether or not I can fit it in in one number or another. I will be glad to get your article as soon as you can get it to me.

We will be glad to have you visit us again next autumn on your way back to Washington. I hope your summer will be a pleasant one.

Sincerely.

514 192h St. M.W., Washington 6, D.C. Jugust 9, 1948. miss mand . horton , 1105 So. Serma St. Springfield, Ill. my dear miss norton: Mr. Wood has relayed to me your request for a translation of the article by gustar Fleetwood on the conservation of medieval wax peals. Ishall biglad to make a translation of the article when would you like to have it? - So for I have not had time to pay any attention to it The article contains a drawing of a vacuum appointus used by me.

Fleetwood. If you wish I shall have the PK Division make a dull finished phitograph made of it. to express my appreciation of your our The marline Ithink the gr has improved very much.

August 20, 1948

Miss Margareth Jorgensen 514 19th St. N.W. Washington 6. D.C.

Dear Miss Jorgenson:

I am very happy to hear that you will do the translation of the Gustav Fleetwood article for The AMERICAN ARCHIVIST. I don't know for sure just when I can use it, but not before the January number and more likely, the April number. Because these scientific articles get dated so soon, I think we should run this as soon as possible, in the January number if there is room for it. Yes, we should like a copy of the drawing of the vacuum apparatus, and I would appreciate having a suitable photograph of it.

Thank you for your kind words about the magazine. It has been great fun doing it, though my ill health of the past year has kept me from carrying out all my dreams for what it could be. I am having to give up the editorship at the expiration of my term of office (after the April number) but am sure the next editor will make even more changes for the better than I was able to accomplish.

We expect to go to press for the January issue about the first of November, if you think you could get out copy before then.

Sincerely,

Dr. Carll. Lokke.Chairman Committee on Archival Research Society of American Archivists The National Archives Washington 25. D.C.

Dear Mr. Lokke:

After I wrote my last letter to you, asking you, among other things, to please find someone to do an article on filing boxes. I received such an article, unexpectedly, from Dr. Van Schreeven of Virginia. If you have asked someone else to do an article, never mind, for we could well stand several on the subject.

Dr. Van Schreeven also promises, for the near future, an article on the Virginia county recors program. Mr. W.S. Jenkins, director of the State Documents Microfilm Project of the Library of Congress has also written to ask if I want an article descriptive of that project. Dr. Holmes has promised a revision of his article, or paper, rather, given before the last archivists' convention on the subject of the proposed international meeting. On the whole, I think we are petty well off for articles right now and hope the flood continues.

I started back to work last Monday and hope soon to be almost as good as new - almost, for I came out of this with a couple of mild but chronic matters which will keep my doctor in pin money for an indefinite time. He'll probably try to get me to drop the Archivist when he finds out about it, for he scolds me about "tensions", but I get too much of a kick out of it to drop it before the end of my term.

Sincerely.

Thanks for the copy of the Minneapolis Journal article. I will write for permission to reprint.

1801 16th St., N.W. Washington 9. D.C. 17 March 1948

Dear Miss Norton:

Enclosed herewith is a copy of my letter to my cousin, Harold Gum_ derson of the Eastman Kodak Company. He ought to be able to produce an infra_red man for us.

I talked with Herman Friis at Lunch yesterday. I wrung from him the definite promise to get that article ready to go to the printer. The subject of length came up. About what would you like? I told Friis that space now is a consideration. He can get the article in shape in a couple of months. Incidentally, I sounded him on doing a paper later on suitable equipment for preserving maps.

I'll see what can be done with Nolls. No doubt he knows his subject but, between you and me, he is so fearfully long-winded that I hesitate to get involved with him. He seems to be content to talk all day about the mysteries of microphotography. This frankly bores me and evidently has the same effect on others.

Wood is much interested in the matter of an article on records containers. He is going to see what can be done. Posner for years has tried to get someone in his class to do a paper on the Woodruff file. No takers, so far as I know. Wood will talk with Posner about this.

Glad you are well supplied with copy. Perhaps I had better get a letter off to the committee members and tell them so. Evidently one of them feels neglected.

Congratulations on your restored well being. Send the doctors packing as soon as you can. Some of them pull such long faces that they in themselves can keep a person ill.

Sincerely,

S.S. Stryngen an wening somer green today. Sam.

March 16, 1948

Mr. Harold Gunderson Eastman Kodak Company Rochester, New York

Dear Harold:

I have just received a letter from Miss Margaret C. Norton, editor of the American Archivist, in which she asks me to find someone to write a paper on the use of infra-red and violet ray photography for publication in this quarterly. You must have a number of persons on your technical staff who could do this for us. If you will send me the name of a man who is willing to write such an article, I will then ask Miss Norton to get in direct contact with him. My notion is that she would like an article of, say, five or six pages, couched in language simple enough for the run of us archivists and manuscript curators to understand. But she may have other ideas.

There is no money in it. Please be sure to tell the man that. We who write for the American Archivist do so for the greater glory of God, country, and possibly self. The journal, it should be said, goes to all parts of the country.

And how are all of you? Bed as the war was it had at least one good result in that it made possible seeing our cousins once in a while. Last summer Laura and I made a whale of a trip out West. We relighted the family fires all the way around from Wisconsin to Texas.

Thanks for your trouble in finding an infra-red man for us.

Sincerely,

Carl L. Lokke



The National Archives

April 1, 1948

Miss Margaret C. Norton, Editor The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Norton:

Harold Gunderson of the Eastman Kodak Company has experienced some delay contacting their "infra-red man," but he has now accomplished it. The man is Mr. George T. Eaton, Industrial Sales Division, Eastman Kodak Company, 343 State Street, Rochester 4, New York.

Now will you follow up with a letter to Mr. Eaton, indicating the kind of article you would like him to write.

Do you think there is anything I can do about Dard Hunter and his watermark paper? My busy man theory certainly failed in that quarter. Yet I do not feel inclined to give up.

Sincerely,

Carl L. Lokky

Dear Carl:

Thanks for your efforts re Friis and the Eastman Company.

As to the length of the Friis article. I would say it should be about 2 to 3000 words. I want his revised article on maps in the war, also anything you can get out of him on equipment for preserving maps, repair of maps, etc.

I have also received the article on the Records of the American School of Classical Studies at Athens, for which I thank you.

The second number of the new magazine India archives has just come. There is an article on Bookworms, well illustrated, by somebody at Washington (Bureau of Ethnology, I think- Mr. Cassady took it home to read and I forget the author.) This makes me green with envy. I suppose Mr. Chakravorti, being a scientist, struck up and acquaintance with this man and got him to write it. We need more of that type of scientific articles for our American Archivist but we don't seem to be getting tham though Mr. Barrow's recently received abicle on 18th centuries inks is good. Perhaps as we get such articles others will be moved to write them for us.

I am still not able to work full time, but a few wamms unshiny days should put me back on my feet.

Sincerely.

Dr. Dwight H. Wilson Fisk University Archives Nashville 8. Tenn.

Dear lr. Wilson:

The "Fisk University Archives Charter" seems to me to be excellent in every respect. I can suggest no changes.

You should write a short introduction as to how the charter came to be and submit it and the charter to Miss Forton for nossible publication in the American Archivist. I believe that the movement at Fisk is significant enough for an article in the American Archivist.

Now, I will comment on one word in the charter: "Archives." Dr. Roscoe R. Hill, formerly in the National Archives and who worked a great deal in Spain, Cuba, and Nicaragua, on numerous occasions called my attention to Spanish usage of the word. After my experiences in Italy, I find great difficulty in using the plural when referring to a depository or a collection. In fact, I usually just use the singular-"Archive." My comment here is merely academic and of no practical value, for you have conformed to the correct American usage of the word.

I have been making efforts to get the University of Mississippi to start what you have begun at Fisk. However, I have gone a step farther in suggesting that the office of the archivist also collect information for biographical eketches of graduates. Perhaps that is implied in Section IX of your Charter. Perhaps it is actually the function of the alumni secretary. Unfortunately the alumni secretary at the University of Mississippi does not do it.

You should write to the University of Virginia for copies of the annual report of the archivist there. As you probably know, Duke, the University of North Carolina, and the North Carolina Department of Archives and History Dr. Dwight H. Wilson, page 2

nave published guides to their private manuscript collections. If you do not have these volumes, you might find it well to acquire them.

I have run along here at too great a length and will now stop.

Yours sincerely,

William D. McCain

WDM/ehl

Portnafield, III. Nov. 23, 1948

Dr. William D. McGein Department of Archives & Mistory Jackson 105, Mississippi

Dear Dr. McCain:

Thank you for the carbon copy of your letter to Dr. Wilson also for the subgestion that he submit the Charter for Fish University Archives for publication in the AMMISICAN ARCHIVIST.

I saw Dr. Pisk at one of the meetings and intended to talk with him since I had had correspondence with him. However, he got away before the meeting was over or at least I never saw him again. He is an intelligent looking person and we all wish him well in the archival venture at Fisk.

Next year I shall no longer be an officer of the society and hope to have more time to circulate among my friends. I have not had a good visit with you for a long time.

With best wishes, I am sincerely,

MCM: msr

Mrs. Dorothy Mackay Quynn Box 577 Frederick, Maryland.

Dear Mrs. Quynn:

Our friend Carl Lokke of the National Archives writes me the good news that you have graciously consented to write an article on the Ecole des Chartes for The AMERICAN ARCHIVIST. He suggests that I tell you what kind of an article we want. That I will leave to your judgment. I must confess that although I know vaguely what such an institution would do. I know very little about what it does and how. I assume that other archivists are equally vague about it. Therefore, I would suggest that your article tell the history of the institution briefly, define its purposes and scope and give us such other information as you think would be of interest. I do not like to outline papers too closely because I think that causes them to lose flavor and often results in something less interesting than one would get from the author's own ideas.

Your review will be printed in the October number of the AMERICAN ARCHIVIST AND WE WILL BE SLAD TO receive other reviews on archival publications you may see during your travels.

Wishing you a most pleasant and profitable stay in Europe, I am

Sincerely yours,

Ne.F.49/4H/48-P.
Government of India,
National Archives of India,
New Delhi, the 1/2/1/4 May 1948.

Dear Miss Norton,

I have pleasure in sending under separate cover a complimentary copy of our quarterly journal "The Indian Archives" (Volume 1, No. 23 April 1947) together with a copy of its Press Summary.

I shall be much obliged if the journal is reviewed in the American Archivist, at an early date.

Yours Sincerely, S. Roy

for Chief Editor.
The Indian Archives.

Te

Miss Margaret C. Norton,
Editor, The American Archivist,
Society of the American Archivists,
Washington, U.S.A.

PRESS SUMMARY.

PRESERVING INDIA'S MANUSCRIPT RESOURCES

In the second number of the INDIAN ARCHIVES, which has just come out Sir Maurice Gwyer contributes a fascinating article on Raw Material of History, and is mainly concerned with the salvaging and preservation of manuscripts in private custody. Regretting the fact that in times past many valuable manuscripts of all kinds have been exported to foreign countries, because no legislation existed which would enable them to be preserved in the land of their origin and that very often they have been looked after far better in their new than in their old homes he expressed the hope that "with the growth of the national consciousness all measures taken by Governments in India, both Central and Provincial, for the protection of these national treasures will receive an everincreasing support from Indian citizens of every class and community. He points out that there is a great deal of romance about collections of old manuscripts and believes that there must be a great many collections in India in which a researcher can never be certain that he may not come unexpectedly upon some hidden treasure beyond all price. He shows how about 50 years ago near the site of the old Greek town of Oxyrrhynchus in Upper Egypt, buried heaps of town rubbish were discovered and were found to contain numerous household bills and accounts, letters exchanged between friends, and even invitations to dinner, in short material from which an extraordinary vivid picture could be constructed of the domestic life and habits of that particular religion. The article concludes with an appeal to the owners of private MSS. who are earnestly requested to get into touch with the Regional Survey Committees and co-operate with them in every way for rescuing from oblivion these national treasures.

A remarkable study on Manuscripts on Birchbark (Bhunjapatra) and their preservation is contributed by Dr Jean Filliozat, Head of the Department of Oriental MSS, La Bibliotheque Nationale, Paris.

The study contains a brief history of the use of birch bark as writing material and the various processes used at the repair workshop of the Bibliotheque Nationale and elsewhere for cleaning and rehabilitating decaying MSS. Of particular interest to researcher in India will be the methods recommended by Dr Filliozat for transport of new finds of birch bark manuscripts to a safe shelter. He rightly sounds a note of warning that failure to take precaution in these cases can only result in the deterioration or destruction of the MSS.

The article on the States Archives of South Africa contributed by Coenraad Beyers, Chief Archivist for the Union of South Africa, presents a short history of the evolution and development of the Archives of the Union. The article reveal that in many respect the Union Archives is ahead of the records offices in India. It has adopted a more progressive accession policy and receives for custody not only State records but also private papers. It has a photographic Section and has in addition a Section devoted to film Archives.

Among other articles of interest are Laws of Archive Science by Professor S.R.Ranganathan of Delhi University, Library of the Indian Agricultural Research Institute by K.K.Guha Roy and a note on 'Sulpharsenic' by Messrs. S.Chakravorti and P.C.Majumdar of the National Archives of India. The last describes the results of the research carried out in National Archives Laboratory on the effect of the insecticide called sulph-arsenic developed by Professor Sitarama Iyer and testifies to the truth in the warning given by Dr Plenderleith of British Museum against the employment of insecticides which has not been carefully tested in contact with writing and binding materials by an expert.

There is a great deal in the Report published in the present issue of the Anglo-American Historical Committee on Editing of Modern Historical Documents which both historians and archivists in this country will find immensely instructive. Equally illuminating is the

illustrated article by E.A.BACK of the Bureau of Entomology and Plant Quarantine, U.S. Department of Agriculture, on Book worms which contains practical instructions as to how to fight this most formidable enemy of written and printed word.

The Section entitled NEWS NOTES contains excellent summaries of the activities of the Indian Historical Records Commission, the Imperial Record Department (now the National Archives of India) and many of the record offices and manuscript libraries in India and abroad.

RCM/499 copies.

March 11, 1948

Mr. S.A. Thompson Thompson Bookbindery 185 Second St. Mineola L.I., H.Y.

Dear Mr. Thompson:

Last summer you wrote me that a nectal order for book binding was so urgent that you would not immediately be able to contribute the first of the articles on bookbinding which you had offered to write for the American Archivist. Bith the present cost of living in mint, far be it from me to wish that you should not continue to be exceedingly busy. However, I am dropping these lines to remind you that we are still interested in having you submit copy, when and if it is convenient for you to do so.

Sinceraly,



THOMPSON BOOKBINDERY

185 SECOND STREET

MINEOLA L L NEW YORK

6 April 1948

My dear Miss Norton:

I have your letter of recent date on the possibility of a series of articles on the preservation and binding rare manuscripts, books, etc.

A manuscript on the technique used at the Metropolitan Museum of Art here in New York City has just come to my hands from the man who developed it. It is intended to be a sort of manual or textbook and is exactly what you are looking for as he had to evolve this system at their request. It is mostly for manuscripts, prints and the like, such as would be in the archives collections.

There is one drawback---it would need considerable rewriting by someone who was familiar enough with this type of work, as the old man who wrote it is anything but a writer. I would like to do this, but Have just received word from the editor of the New York Public Library that they are going to publish my bibliography of bookbinding literature and will want to get started next September... You know that means a LOT of work for me this summer.

The old gentlemen above is now 88 and was with the MMA about 17 years previous to which time he was one of the most oustanding binders in this country. He developed this technique for work at MMA as they did not require the fine hand tooling, etc., which he did, but wanted the preservation of rare prints, plates, etc.,

I shall like to have your reaction to this, but I couldn't do anything about it until next fall. The material would run to about four or five chapters. Sincerely, & A. Therman

Mr. E.A. Thompson Thompson Bookbindery 185 Second Street Mineola, L.I. N.Y.

Dear Mr. Thompson:

The manuscript on the technique used at the Metropolitan Museum of Art sounds as if it had possibilities and I hope you can find time to work on it for us next fall. It would probably need expansion in certain fields, especially as to the question of preserving original bindings of archival documents. I assume, however, that your proposed revision would take care of the differences between the problems of a museum and a manuscripts and archival agency, without my dictating to you.

May we count on you to promise this work for us as soon as your prior commitments permit? We can run the manual serially, so the length does not particularly concern me at present. We can also/a limited, but I hope adequate number of half tone or other cuts.

Sincerely,

Springfield, Ill. Jan. 4, 1949

Dr. William J. VanSchreevan Archives Department Virginia State Idbrary Richmond, Va.

Dear Mr. Venschreevan:

This is just a note to remind you that I have not yet received your report on the annual meeting of the Society of American Archivists nor the papers read at the meeting. I am particularly anxious to get your report and Hr. Jenning's paper on University Archives for the April issue of the American Archivist on which I am already at work. Since that is to be my last number I am anxious to get it out on time and to be relieved of my editorial responsibility as early as possible. I would very much appreciate your sending this material to me as soon as you can.

Sincerely,

MCN: mw

COMMONWEALTH OF VIRGINIA

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> VIRGINIA STATE LIBRARY RICHMOND January 10, 1949

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Miss Margaret C. Norton, Managing Editor The American Archivist Archives Department Illinois State Library Springfield, Illinois

Dear Miss Norton:

I have sent you under separate cover my report on the Annual Meeting. The delay resulted in part through my inability to get copies of all the papers promptly—I still do not have all of them—but the chief delay was caused by the pressure of my work here. Jennings is revising his paper, and I hope to have it in your hands before the week is out.

I have copies of some of the other papers—would you prefer that I turn them over to Trever?

I know it must be a relief for you to realize that you will soon be shed of your editorial responsibility. Getting a publication out in normal times is difficult enough; you, however, had the heart breaking task of taking over The American Archivist during one of the most difficult publishing periods in history. That you managed to issue the publication at all is a tribute to your perseverance; but you have done more than that. As editor you have made a real journal for archivists—the quality of the publication has been vastly improved, and the Society of American Archivists should be eternally grateful to you for your splendid work.

Yours very truly,

Up 1 Va Librum

William J. Van Schreeven

Head Archivist



RANDOLPH W. CHURCH STATE LIBEARIAN RAY O. HUMMEL, JR. ASSISTANT LIBRARIAN

> VIRGINIA STATE LIBRARY RICHMOND

> > January 10, 1949

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Yours very truly,

word in behrunn

William J. Van Schreeven Head Archivist Dr. William J. Van Schreeven Head Archivist Virginia State Library Richmond, Virginia.

Dear Dr. Van Schreeven:

Thank you for the copies of your report and Kr. Jennings paper. Franklin Neil has sent his paper to me direct. As you suggest, it will be all right for you to send the other papers direct to Karl Trever. I think I shall have enough odds and ends for the April issue, Athough I have been disappointed about promises for two lead articles which I had planned in order to go out in somewhat of a blaze of glory.

I very much appreciate your kind words about the AMERICAN ARCHIVIST. As always happens, one thinks of many things which could have been done differently if one could be starting out afresh. As you know, my greatest obstacle was to overcome the reluctance of the State archivists to write articles. It was easy to get highflown theory and historical articles, but not technique. I shall always be grateful to the Virginia State Library for its contributions which exceeded in number those of any other State. I particularly appreciated the prodding which I suspect you have been giving Mr. Barrow to get his research results down on paper. I think his article on inks was one of the outstanding papers I published during my term, and I hope he finishes his work on paper and sends that material along to Karl soon.

Sincerely,

Dr. William J. Van Schreeven Archives Department Virginia State Library Richmond, Virginia.

Dear Dr. Van Schreeven:

Thank you very much for the article on folders and containers. It so happened that the day before I received this I wrote to Carl Lokke, chairman of the Committee on Archival Research to tell him to try to find someone to write on that very The American Archivist has never published shough of such practical articles, but it is because I haven't been able to sell State archivists on the idea that they have something to contribute - that the problems they have been working on are things that are troubling their fellow workers. and that they should share their experiences. Recently I have seemed to be a little more successful in putting that idea across, as witness Morris Radoff's manual on calendaring which starts in the April number. I do not know justwhen this article of yours will appear, but perhaps as early as the April number. That has already gone to press, but I suspect the printer may call for more copy to make his pages come out even, and if so, yours will be about the right length.

As you know. I have been very anxious to get the article on your work with county records and will be glad to get it as soon as you can send it. I liked Mr. Barrow's article which he sent me last week very much also. Please keep after him for more.

This week I am back at the office part time, but still feel pretty shaky. I am just beginning to realize how ill I was, now that I am trying to act normal again. Congratulations (or condolences, whichever you feel appropriate) for your appointment as chairman of the program committee. Personally I hope you can draw more state archivistsinto the program than some chair en have been able to do.

Springfield, Ill. Oct. 11, 1948

Dr. Yilliam J. Van Schreeven Principal Archivist Virginia State Library Richland, Va.

Dear Mr. Van Schreeven:

This will remind you that one of the duties of chairman of the program committee is to collect for the editor of the American Archivist copies of all papers given at the annual meeting. Another duty is to prepare the summary of the meetings. The past two years it has been necessary to postpone publications until the April number but I am hoping that you will be able to get copy to me in time to print this in the January number along with the official minutes of the Association. Deadline for copy is November 10.

Sincerely,

Archivists

HCN; EW

Mountain Mouse
Chillicothe, Chio, U S A
January seventeenth mcmxlvix

Miss Hargaret C. Morton Editor, The American Archivist Illinois State Library Springfield, Illinois

Dear Miss Lorton:

Dr. Carl L. lokke has written to me relative to an article dealing with early American watermarks and he has suggested that I communicate with you.

I could not possibly prepare anything before the first of May and even by this date I would be somewhat pressed for time. We are working on a book here at my Private Press and I also must attend to the Paper Museum of M.I.T. If the first of May will be agreeable to you, I will do my best to get the article to you.

Regarding the illustrative matter: I would think that about a dozen to <u>fifteen half-tone</u> pictures would be sufficient. These would be watermarks for the most part and they would have to be photographed for the purpose. Although we have our own photographic arrangements, just at present we are very much occupied with the present book which deals with early American papermsking. I would also like to know about the number of words you could use and other details you feel I should have to conform to your publication.

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Dard Hunter

PAPERMAKING

The History and Technique of an Ancient Craft

by Dard Hunter

REATLY enlarged by over 250 new text pages and over 150 new illustra-T tions, this volume is a second edition and completely new printing of the work published originally in 1943. The entire text has been reset and the book has been printed from newly made plates. There are new chapters dealing with the technique of modern handmade paper fabrication and present-day watermarking practices. There is new material relating to the making of papyrus and primitive bark-papers. Comprehensive studies of forgery and counterfeiting have been added.

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making materials, and the invention of the paper-machine.

This is in short a volume that tells all that the average intelligent reader will want to know about paper, and provides fascinating and even romantic reading as well.

Dard Hunter has had a long experience in papermaking and has written numerous works on the subject. He has made a vast collection of papers and papermaking equipment from all parts of the world, both ancient and modern, which now forms the Dard Hunter Paper Museum of the Massachusetts Institute of Technology.

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Mr. Dard Hunter Mountain House Chillicothe, Ohio.

Dear Mr. Hunter:

Although I shall no longer be editor of THE AMERICAN ARCHIVIST by the first of May, I have discussed your proposed paper on Matermarks with my successor Dr. Karl L. Trever of the National Archives. I think I can speak for him in assuring you that we will be very grateful to you for anything you can give us to print. Although our circulation is small, our publication is circulated to all the principal archival publications abroad as well as in this country, and we believe you will not be ashaned of the company you will keep in our magazine.

Host of our articles run ten to twenty pages (about 4000 to 8000 words) but we give as much space as is needed to present the subject properly, running it in two or more issues if necessary. I would say that you would probably want at least twenty-five pages, but we will leave that up to you. I am sure we can manage the illustrations also, although the number you suggest is rather more than we usually use. However, they are necessary to a proper presentation of the subject.

We realize what a busy man you are, and hope you do not mind our determined efforts to get you to write something for us ontthis interesting topic. We shall be very grateful to you if you can furnish something for our July number which goes to press on May first. I would be very happy indeed if my successor could start off his first number with so distinguished a name as yours.

Since arrangements started with me, I will be glad to carry through on the correspondence. We shall be looking for the article as soon after May first as possible. I suggest that you send copy directly to the new editor, referring any inquiries about it to me. Dr. Trever's address is The National Archives, Washington 25, D.C.